

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Regular Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
June 19, 2018
7:00 P.M.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational,
and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL David Barron, Betty Morín, Jason Dhing, Gloria Guerrero, Andrew Yam

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of May 15, 2018 and the special meeting of May 21, 2018
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

- a. RECEIPT AND EXPENDITURE REPORT:
Monthly Expenditure Summary Report by Object as prepared by Management Services
- b. TRUST AND AGENCY ACCOUNT REPORT:
Monthly report on Balances in Library Trust and Agency Accounts
- c. LIBRARY FINES REPORT:
Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

UNFINISHED BUSINESS

6. FISCAL YEAR 2018/19 BUDGET

Further discussion of the proposed library budget for fiscal year 2018/19

It is recommended that the Library Board of Trustees:

- (1) Discuss the proposed budget for fiscal year 2018/19; and
- (2) Take such additional, related, action that may be desirable.

7. FURNITURE FOR FRIENDS ROOM

Consideration and possible action to authorize the Librarian to procure replacements of broken/damaged tables in the Friends Room. New equipment will be purchased with monies from the Library Building Trust account and will be accomplished in accordance with the Monterey Park Municipal Code

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed recommended purchase; and
- (2) Take such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

ADJOURNMENT

The next meeting is scheduled for July 17, 2018 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: June 19, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of May 15, 2018 and the special meeting of May 21, 2018; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

NoneP

Respectfully submitted by:

A handwritten signature in blue ink that reads "Norma Arvizu" followed by a small "OK" mark.

Norma Arvizu
City Librarian

Prepared by:

A handwritten signature in blue ink that appears to read "Gwen Kishida".

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. May 15, 2018 regular meeting minutes
2. May 21, 2018 special meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

May 15, 2018

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting**

May 15, 2018

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, May 15, 2018 at 7:00 p.m.

CALL TO ORDER:

Trustee Barron called the meeting to order at 7:09 P.M.

FLAG SALUTE:

Trustee Dhing led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

David M. Barron, Jason Dhing, Gloria Guerrero (late 7:15 P.M.) and Andrew Yam

BOARD MEMBERS ABSENT:

Betty Morín

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

PUBLIC COMMUNICATIONS: None

1. ORAL AND WRITTEN COMMUNICATIONS:

None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of April 17, 2018

Trustee Dhing noted that City Librarian Arvizu stated that she would check to see if the library has the authority to decide if they can keep fees in the library as a source of revenue. City Librarian Arvizu stated that fees must go to the General Fund. Trustee Dhing asked about having signs in the library parking lot prohibiting overnight parking. City Librarian Arvizu reported that she spoke to Police Captain Kelly Gordon who said that the public has a right to park. This issue will be a future agenda item for the City Council.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of April 17, 2018 as presented.

MOTION: Moved by Trustee Yam and seconded by Trustee Dhing.
Motion carried by the following vote:

AYE: Trustees Barron, Dhing, Guerrero and Yam
NO: None
ABSTAIN: None
ABSENT: Trustee Morín

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION: Moved by Trustee Dhing and seconded by Trustee Yam.
Motion carried by the following vote:

AYE: Trustees Barron, Dhing, Guerrero and Yam
NO: None
ABSTAIN: None
ABSENT: Trustee Morín

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu reported that the installation of the ceiling-mounted projectors for the Friends Room, Computer Lab and the Large and Small Classrooms has been scheduled for the end of May. This is a Capital Improvements Project (CIP) that is finally coming to completion.

The Mandarin class for adults will begin on May 10. The Spanish class has been cancelled as the teacher is not returning. The library will try to recruit a new teacher.

Reading Rockets will begin its summer session on June 25 and run from six weeks. This program is for children in the second through sixth grades and is intended to improve students' literacy and academic skills.

LAMP staff processed 132 applications over the two days of the Cherry Blossom Festival. Revenue of \$12,000 was earned in the month of April. The proceeds were augmented by an influx of travelers preparing for summer travel and LAMP offering appointments on Sundays.

A full-time library staff member has temporarily been reassigned from the Children's division to LAMP. Acting Literacy Program Administrator Jose Garcia has been the only full-time employee in the LAMP division for years since Norma Arvizu, the previous Literacy Program Administrator, was hired to be the City Librarian. Christi Chavez, a Library Clerk, has a Masters

degree and TESOL (Teaching English to Speakers of Other Languages) certificate and has taught English classes before. Part-time staff will fill in the coverage gap in Children's.

The annual Monterey Park Library Foundation Gala raised approximately \$46,000 before expenses. City Librarian Arvizu thanked the members of the Foundation and Trustee Dhing, Library Board liaison to the Foundation, for their hard work and dedication.

The library will begin to offer a Spanish bilingual storytime for children on Mondays at 4:30 P.M. once a month.

With Trustee Morin's second consecutive term expiring in June, there will be a vacancy on the Library Board of Trustees. Recruitment has been opened although there have been no applications filed as of yet.

The Kiwanis Club is donating personal portable translator devices to the library. The Lingo is the size of a smart phone and uses Google Translate to provide real time, two-way translations in up to 80 languages. The user sets a primary language and secondary/target language, speaks a sentence or more and the device almost instantaneously provides the translation. Users can change languages easily. It uses wi-fi or hot spots to access databases on the cloud. Currently translations are via the device's Bluetooth speaker but later the company will offer wireless ear buds so conversations can be more discreet. The more the device is used, the more accurate translations will be, as it can adapt to the speaker's accent, tone of voice and phrasing. Software is loaded onto the motherboard and linked to the cloud server. There is a memory chip built-in. The device can store what is said and its maker will provide manual updates at no charge to improve translation accuracy. Google is also continuously trying to improve its database and accuracy. This will help with issues of library jargon. City Librarian Arvizu said that the Lingo is a wonderful customer service tool and was grateful to the Kiwanis Club. Trustee Barron asked if other City departments had this device – it would be especially useful for the police. City Librarian Arvizu stated that as far as she knew, the library was the only department to be getting the device. She noted that it will be available for sale to the general public soon at a cost of \$149 each. Trustee Barron suggested recognizing the Kiwanis Club, perhaps with a City Council presentation. City Librarian Arvizu said that she would request this from Councilmember Chan and would let the Board know when it is scheduled so they could attend.

5. PRESIDENT'S REPORT:

Trustee Barron announced that there were a number of events held recently: Armed Forces Day, the Lions Club Breakfast/Fire Service Day, Cinco de Mayo and Play Days. Trustee Barron noted that the Barnes Park Amphitheater was full by 1 p.m. for the Cinco de Mayo performances and the Play Days Parade was well-attended.

NEW BUSINESS

6. COMPUTERS FOR CIRCULATION:

City Librarian Arvizu requested approval from the Library Board of Trustees to purchase six computers for staff to use to assist patrons at Circulation. The current computers are outdated and

staff are afraid that they will start crashing. The cost will be \$8,105.54 to be charged to the Library Automation and Water Bill Donation trust account 0075 450 0075 08260. There is currently \$20,708.97 in that account.

Trustee Yam noted that it is possible to purchase computer parts individually and build your own computers for less cost. City Librarian Arvizu stated that she did not think that current library staff were equipped to build computers. Trustee Yam stated that he knows people who do this regularly. It would cost approximately \$600-\$800 for quality parts and the computers should last ten years or more. City Librarian Arvizu stated that public computers in the library are replaced more often on a rotation basis because they undergo such heavy usage. Trustee Dhing stated that from a business point of view, any down time affects customer service and a loss of money. The other problem is technical support and maintenance. Trustee Dhing noted that his own children have built computers but it took a lot of time – and library staff have enough demands on their time. Trustee Yam reiterated that he does know people who could do this and asked that the library consider this for the future. City Librarian Arvizu said that she would follow up on this as she was curious.

Action Taken: The Library Board of Trustees approved the purchase of six computers for Circulation with the cost of \$8,105.54 to be paid out of the Library Automation and Water Bill Donation trust account.

MOTION: Moved by Trustee Guerrero and seconded by Trustee Dhing.
Motion carried by the following vote:

AYE: Trustees Barron, Dhing, Guerrero and Yam
NO: None
ABSTAIN: None
ABSENT: Trustee Morín

7. FURNITURE FOR THE FRIENDS ROOM:

City Librarian Arvizu stated that the 14 tables in the Friends Room need to be replaced. Table tops are not level and they are hard to move. Staff must expend considerable time and effort setting up the room for events and the tables actually are a safety hazard/liability for staff and public. City Librarian Arvizu said that the library would like to purchase similar tables which would include casters/wheels for mobility, tops that flip vertically for easier storage and an adjustable height option so the tables could be lowered when used by smaller children. The cost would be paid out of the library's Building Maintenance trust account 0075 450 0075 08320.

Trustee Guerrero asked how old the tables were. City Librarian Arvizu stated that the tables were purchased in 2006. Trustee Barron suggested having donors sponsor tables. He also asked if the Library Foundation could purchase the tables. City Librarian Arvizu noted that the Foundation just purchased new chairs for the Friends Room. Trustee Barron suggested tables such as the ones in the Community Room at City Hall – they do not have wheels or can adjust height, but their legs fold so they are lighter and take less space to store. They would be less expensive too. City Librarian Arvizu said that she could research this further, but staff would prefer tables with

wheels and adjustable height for the reasons stated. The tables in the Community Room at City Hall are also much narrower. Trustee Yam noted that he had experience in moving the wheeled tables and those are much easier to move – one person can set up a room alone. Trustee Guerrero stated that the tables in the Friends Room undergo a lot of wear and tear. Getting sturdier albeit more expensive tables will allow the tables to last longer. She was confident that staff researched options and factored in quality and cost. Trustee Guerrero pointed out that with potential reductions in staff, who would be moving tables?

Action Taken: The Library Board of Trustees approved the purchase of replacement tables for the Friends Room with the provision that library staff check into the option of tables like the ones in the Community Room at City Hall.

| | |
|----------|--|
| MOTION: | Moved by Trustee Barron and seconded by Trustee Guerrero. Motion carried by the following vote: |
| AYE: | Trustees Barron, Dhing, Guerrero and Yam |
| NO: | None |
| ABSTAIN: | None |
| ABSENT: | Trustee Morín |

#8 FISCAL YEAR 2018/19 BUDGET

City Librarian Arvizu reported that the budget hearings have been rescheduled. The library will now present to the City Council on May 31. City Librarian Arvizu distributed the official budget packet including the library's portion which has been given to the City Council. It includes the library's Goals and Objectives for fiscal year 2018/19 and Major Accomplishments for fiscal year 2017/18. The packet also includes slides about the library's budget prepared by the City's Management Services Department.

City Librarian Arvizu pointed out that for fiscal year 2018/19, the library's Full-Time Equivalent (FTE) went from 26.25 down to 24.62. This means that the library lost the equivalent of 75 hours per week of part-time staffing due to budget restrictions. City Librarian Arvizu noted that the budget being presented already includes the additional \$120,000 allocated by the City Council to assist the library. City Librarian Arvizu noted that the Library Board approved the budget at its meeting on March 28, 2018.

City Librarian Arvizu also presented the Library Board of Trustees with the daily gate count showing the statistics on library attendance.

City Librarian Arvizu reiterated that the library recommends closing on Sundays. With the expiration of Measure C, which supported opening the library on Sundays, and the failure to pass Measure LL, which would have renewed Measure C and provided funding to maintain seven days of operation, the budget for the upcoming fiscal year only supports six days of operation. Although Sunday does have high attendance, six years ago attendance was not as high. Recently programming scheduled for Sundays has improved attendance. If programs are transferred to Saturdays, City Librarian Arvizu expects attendance to shift accordingly. And realistically,

programming will not be as extensive as it currently is, as reductions in staffing will necessitate reducing the frequency of programs as well.

Trustee Guerrero noted that Beryl Williams, former resident of Monterey Park and member of the Historical Society, wrote a letter expressing her wish that the library remain open on Sundays because of the programs presented on that day. City Librarian Arvizu noted that the letter was a personal letter to Trustee Guerrero but included that section about this issue. Trustee Barron asked that the Library Board see a copy of the letter.

City Librarian Arvizu discussed potential scenarios for scheduling. Trustee Yam asked if the Library Board could recommend closing either Saturday or Sunday. City Librarian Arvizu stated that the Library Board could make a recommendation but the City Council has the authority to make the final decision. Trustee Yam stated that he thought that the library should remain open on Sunday as more people can visit then and the library would not have to reschedule Sunday's activities to Saturday, so there would be less confusion and people would not have to change their habits.

Trustee Barron stated that he plans to speak as an individual stating that the library wants to maintain full service and seven days of operation and that it will be the responsibility of the City and City Council if they cut the budget and the library cannot do so.

City Librarian Arvizu noted that the City Manager and Management Services are recommending that the library close on Sunday based on that Measure C was intended to support opening on Sunday and that funding will no longer be available. Trustee Guerrero asked what is the recommendation of library staff. City Librarian Arvizu stated that library staff recommend closing on Sunday.

Trustee Yam proposed submitting a letter from the Library Board of Trustees to the City Council noting that staff and the Library Board tried their best to preserve the seven days of operation, but the reality of budget limitations leave them no other alternative than to close one day.

Trustee Barron stated that he thinks that the City should provide funding to maintain current levels of services. City Librarian Arvizu reminded the Library Board that in addition to the \$120,000 already allocated to the library beyond its original budget, an additional \$125,000 - \$150,000 would be required to maintain seven days of operation. Trustee Yam stated that he believed that it would be a bad move to ask for additional funding from the City, especially as the \$120,000 had been taken away from another City department. He thought that maintaining the status quo was unrealistic. The Library Board cannot find the funds to maintain the seven days of operation. Trustee Barron said that he considers that it is the volition and action of the City Council that have led to this and he would not recommend closing one day. City Librarian Arvizu noted that Trustee Morín had submitted correspondence stating that she does not support that the Library Board speak as a body to request additional funding. Trustee Dhing, Trustee Guerrero and Trustee Yam agreed that they would not ask for additional funding from the City.

Action Taken: The Library Board of Trustees approved the proposal to write a letter to the City Council regarding the budget for fiscal year 2018/19.

MOTION: Moved by Trustee Yam and seconded by Trustee Dhing.
Motion carried by the following vote:

AYE: Trustees Barron, Dhing and Yam
NO: None
ABSTAIN: Trustee Guerrero
ABSENT: Trustee Morín

Trustee Yam stated that he would like to move that the Library Board recommend closing the library on Saturdays instead of Sundays. City Librarian Arvizu noted that the library must close a day on the weekend. She can present the Library Board's recommendation at the budget hearing but reiterated that it is her recommendation and that of the staff to close on Sundays. Trustee Dhing noted that he would prefer that the library close on Sundays. On Saturdays, the library is filled with children and parents working, learning and playing together. On Sundays, there are more adults because of programming. He believed that moving programming to Saturdays would work.

Action Taken: The Library Board of Trustees approved a motion stating that the Library Board of Trustees recommends that the library close on Saturdays and remain open on Sundays.

MOTION: Moved by Trustee Yam and seconded by Trustee Guerrero.
Motion carried by the following vote:

AYE: Trustees Barron, Guerrero and Yam
NO: Trustee Dhing
ABSTAIN: None
ABSENT: Trustee Morín

The Library Board scheduled a special meeting to review and approve the letter to be sent to the City Council. The meeting will be held on Monday, May 21, 2018 at 6:30 p.m. Trustee Yam will draft the letter.

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS: None.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:50 p.m.

City Librarian

ATTACHMENT 2

Minutes

Special Meeting

May 21, 2018

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Special Meeting**

May 21, 2018

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Small Classroom located at 318 S. Ramona Avenue in the City of Monterey Park on Monday, May 21, 2018 at 7:00 p.m.

CALL TO ORDER:

Trustee Barron called the meeting to order at 6:01 P.M.

ROLL CALL:

BOARD MEMBERS PRESENT:

David M. Barron, Jason Dhing, Gloria Guerrero and Andrew Yam

BOARD MEMBERS ABSENT:

Betty Morín

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

PUBLIC COMMUNICATIONS: None

1. ORAL AND WRITTEN COMMUNICATIONS:

An email from Trustee Morín was read to the assembled Library Board. A draft of the section of the minutes from the regular meeting of May 15, 2018 regarding the fiscal year 2018/19 budget was distributed to the Trustees.

2. FISCAL YEAR 2018/19 BUDGET:

Trustee Barron noted that the aim of the special meeting was to review and approve the proposed letter to the City Council regarding the budget for fiscal year 2018/19. The Trustees reviewed the letter and suggested minor revisions to the wording.

Trustee Barron noted that he personally feels that despite the failure to pass Measure LL, the community is invested in the library and will express his opinion as a resident – not a Trustee – that the City Council should be held responsible if the library has to close one day and lay off part-time personnel.

Trustee Yam noted that the letter is not intended to argue that the library should be kept open seven days – just that the Library Board understands the financial reality of the situation and despite its best efforts, understands the need to close one day. When the Library Board previously approved the proposed budget, it implicitly agreed to the closure of one day as the budget was predicated upon that financial basis.

Trustee Dhing noted that Trustee Morín expressed her agreement with the recommendation to close on Sunday. City Librarian Arvizu was concerned that the Library Board approved a budget predicated upon closing on Sunday, but then voted on May 15, 2018 to close on Saturday and remain open on Sunday. Trustee Guerrero stated that she has reconsidered and wished to change her vote to close on Sunday.

Action Taken: The Library Board of Trustees approved the revised letter to the City Council regarding the budget for fiscal year 2018/19.

| | |
|----------|---|
| MOTION: | Moved by Trustee Yam and seconded by Trustee Guerrero. Motion carried by the following vote: |
| AYE: | Trustees Barron, Dhing, Guerrero and Yam |
| NO: | None |
| ABSTAIN: | None |
| ABSENT: | Trustee Morín |

Trustee Dhing asked how they would proceed if they wanted to revote on the recommendation of which day to close. Trustee Barron stated that a new motion could be made to supersede the previous action taken.

City Librarian Arvizu stated that as the library director, she is most familiar with operations. The impact to the library if Measure LL failed and the library lost that revenue was stated in the campaign statement:

- Reductions in staff
- Reductions in programs
- Reductions in technology
- Negative impact to customer service

Due to the loss of Measure C revenue, increased operating costs and the impact of increased PERS and retirement contributions, the library cannot maintain seven days of operation. The library will have to reduce part-time staffing hours by 75.3 hours per week. Sundays have the highest traffic of the weekend and the library is open one hour longer on Sunday than Saturday. With the loss of part-time staff, full-time staff cannot cover Sundays without extreme difficulty covering the remainder of the week. Part-time staff are scheduled the most on Sundays but they are also needed occasionally during the week. There are only 17 full-time employees with at least 11 on the floor assisting patrons at any given time. Full-time staff are entitled to two days off in a row.

Trustee Guerrero stated that library staff are already short-staffed. They work very hard and she does not want to make their situation even more difficult.

Trustee Yam noted that City Librarian Arvizu expects that patron traffic will eventually flow from Sundays to Saturdays if the library is closed on Sundays. City Librarian Arvizu stated that the transition will be gradual but pointed out that reduced staffing will also result in reduced programming especially on Sundays.

Trustee Barron stated that he has also decided that he would recommend closing on Sundays as that would have the most impact on the community.

City Librarian Arvizu noted that she hopes that the library will receive additional funding in the future and can recover part-time staff hours.

Action Taken: The Library Board of Trustees approved a motion to override the previous Library Board action and recommend that the library stay open on Saturdays and close on Sundays due to budget limitations.

| | |
|----------|---|
| MOTION: | Moved by Trustee Guerrero and seconded by Trustee Dhing. Motion carried by the following vote: |
| AYE: | Trustees Barron, Dhing and Guerrero |
| NO: | None |
| ABSTAIN: | Trustee Yam |
| ABSENT: | Trustee Morín |

Trustee Yam noted that he abstained as he had made the previous motion recommending staying open on Sundays and closing on Saturdays but he was concerned about staff.

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:

City Librarian Arvizu announced that the budget hearing for the library is now scheduled for June 4, 2018.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 6:55 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: June 19, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, the Trust and Agency Account Report and Library Fines Report for April 2018 and May 2018.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A handwritten signature in blue ink, reading "Norma Arvizu", followed by a small "EK" monogram.

Norma Arvizu
City Librarian

Prepared by:

A handwritten signature in blue ink, reading "Gwen Kishida".

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for April 2018 and May 2018
2. Trust and Agency Account Report for May 2018
3. Library Fines Report for May 2018

ATTACHMENT 1
Receipt and Expenditure Report
April 2018

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | UNENCUMBERED | BALANCE | % USED | FUND |
|-------------------------------------|---------------|-----------------------|--------------|--------------|------------|--------|------|
| | | PERIOD TO DATE | YEAR TO DATE | | | | |
| 11200 PERMANENT SALARIES | 179,076.00- | 14,035.38 | 145,643.89 | 0.00 | 33,432.11- | 81.3 | 0010 |
| 11300 PART TIME SALARIES | 39,240.00- | 3,790.39 | 38,520.68 | 0.00 | 719.32- | 98.2 | 0010 |
| 11500 SEPARATION BENEFITS | 10,401.00- | 866.75 | 8,667.50 | 0.00 | 1,733.50- | 83.3 | 0010 |
| 12200 LIFE INSURANCE | 359.00- | 39.00 | 331.50 | 0.00 | 27.50- | 92.3 | 0010 |
| 12300 MEDICAL INSURANCE | 17,719.00- | 1,352.26 | 14,144.10 | 0.00 | 3,574.90- | 79.8 | 0010 |
| 12350 MEDICARE INSURANCE | 2,578.00- | 258.85 | 2,692.17 | 0.00 | 114.17 | 104.4 | 0010 |
| 12370 PART TIME RETIREMENT | 1,569.00- | 114.63 | 1,181.29 | 0.00 | 387.71- | 75.3 | 0012 |
| 12400 DENTAL INSURANCE | 1,221.00- | 101.68 | 1,016.80 | 0.00 | 204.20- | 83.3 | 0010 |
| 12500 WORKERS COMPENSATION | 3,073.00- | 256.08 | 2,560.84 | 0.00 | 512.16- | 83.3 | 0010 |
| 12600 RETIREMENT | 51,010.00- | 4,247.06 | 44,256.97 | 0.00 | 6,753.03- | 86.8 | 0012 |
| 12900 LONG TERM DISABILITY | 792.00- | 66.00 | 660.00 | 0.00 | 132.00- | 83.3 | 0010 |
| 12950 VISION PLAN | 436.00- | 36.32 | 363.20 | 0.00 | 72.80- | 83.3 | 0010 |
| Object 1000 Total | 307,474.00- | 25,164.40 | 260,038.94 | 0.00 | 47,435.06- | 84.6 | |
| 21250 OFFICE PAPER PRODUCTS | 450.00- | 0.00 | 165.12 | 0.00 | 284.88- | 36.7 | 0010 |
| 21350 OTHER OFFICE SUPPLIES | 5,500.00- | 61.30 | 2,206.68 | 0.00 | 3,293.32- | 40.1 | 0010 |
| 22150 CLEANING & SANITATION SUPPLIE | 9,963.00- | 0.00 | 6,329.01 | 0.00 | 3,633.99- | 63.5 | 0010 |
| Object 2000 Total | 15,913.00- | 61.30 | 8,700.81 | 0.00 | 7,212.19- | 54.7 | |
| 31700 DATA PROCESSING | 10,224.00- | 803.00 | 8,030.00 | 0.00 | 2,194.00- | 78.5 | 0010 |
| 31700 DATA PROCESSING | 10,864.00- | 0.00 | 0.00 | 0.00 | 10,864.00- | 0.0 | 0131 |
| 31950 OTHER PROFESSIONAL SERVICES | 2,500.00- | 102.50 | 102.50 | 0.00 | 2,397.50- | 4.1 | 0010 |
| 32050 TELEPHONE | 5,000.00- | 75.00 | 2,596.01 | 0.00 | 2,403.99- | 51.9 | 0010 |
| 32150 TECHNOLOGY CHARGES | 5,106.00- | 425.50 | 4,255.00 | 0.00 | 851.00- | 83.3 | 0010 |
| 32150 TECHNOLOGY CHARGES | 5,678.00- | 473.17 | 4,731.66 | 0.00 | 946.34- | 83.3 | 0131 |
| 32200 POSTAGE | 1,000.00- | 48.88 | 683.40 | 0.00 | 316.60- | 68.3 | 0010 |
| 33100 MILEAGE AND PARKING | 1,500.00- | 0.00 | 258.88 | 0.00 | 1,241.12- | 17.3 | 0010 |
| 33200 CONFERENCES/SEMINARS | 1,370.00- | 0.00 | 335.70 | 0.00 | 1,034.30- | 24.5 | 0010 |
| 36100 ELECTRICITY | 97,000.00- | 9,795.32 | 81,819.10 | 0.00 | 15,180.90- | 84.3 | 0010 |
| 36100 ELECTRICITY | 16,390.00- | 1,335.72 | 11,157.13 | 0.00 | 5,232.87- | 68.1 | 0131 |
| 36200 GAS SERVICE | 7,160.00- | 156.20 | 1,493.21 | 0.00 | 5,666.79- | 20.9 | 0010 |
| 38100 REPAIRS & MTC BUILDINGS | 11,178.00- | 0.00 | 539.29 | 0.00 | 10,638.71- | 4.8 | 0010 |
| 38400 R&M MACHINERY AND EQUIPMENT | 11,520.00- | 0.00 | 4,105.44 | 0.00 | 7,414.56- | 35.6 | 0010 |
| 38400 R&M MACHINERY AND EQUIPMENT | 3,000.00- | 853.33 | 8,533.30 | 0.00 | 5,533.30 | 284.4 | 0131 |
| 39250 PRINTING & DUPLICATING | 500.00- | 0.00 | 43.80 | 0.00 | 456.20- | 8.8 | 0010 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | | UNENCUMBERED | |
|-------------------------------------|---------------|-----------------------|--------------|------------|--------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE | % USED FUND |
| 39300 DUES/MEMBERSHIPS | 3,150.00- | 0.00 | 79.00- | 0.00 | 3,229.00- | -2.5 0010 |
| Object 3000 Total | 193,140.00- | 14,068.62 | 128,605.42 | 0.00 | 64,534.58- | 66.6 |
| 41100 SERVICES/OTHER GOVT. AGENCIES | 3,000.00- | 0.00 | 0.00 | 0.00 | 3,000.00- | 0.0 0010 |
| 42200 LEASE PRINCIPAL PAYMENT | 372,517.00- | 0.00 | 184,500.88 | 0.00 | 188,016.12- | 49.5 0131 |
| 42240 LOAN INTEREST | 10,679.00- | 0.00 | 7,096.44 | 0.00 | 3,582.56- | 66.5 0131 |
| Object 4000 Total | 386,196.00- | 0.00 | 191,597.32 | 0.00 | 194,598.68- | 49.6 |
| DEPARTMENT: 6001 TOTAL | 902,723.00- | 39,294.32 | 588,942.49 | 0.00 | 313,780.51- | 65.2 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | | ENCUMBERED | UNENCUMBERED | |
|-----------------------------------|---------------|-----------------------|--------------|--|------------|--------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | | | BALANCE | % USED FUND |
| 11200 PERMANENT SALARIES | 241,223.08- | 18,065.53 | 188,895.13 | | 0.00 | 52,327.95- | 78.3 0010 |
| 11300 PART TIME SALARIES | 0.00 | 0.00 | 1,430.40 | | 0.00 | 1,430.40 | 0.00 0010 |
| 11300 PART TIME SALARIES | 31,214.00- | 838.99 | 13,064.86 | | 0.00 | 18,149.14- | 41.9 0131 |
| 11500 SEPARATION BENEFITS | 14,446.00- | 1,203.83 | 12,038.34 | | 0.00 | 2,407.66- | 83.3 0010 |
| 12200 LIFE INSURANCE | 468.00- | 78.00 | 546.00 | | 0.00 | 78.00 | 116.7 0010 |
| 12300 MEDICAL INSURANCE | 33,569.00- | 2,899.90 | 28,079.95 | | 0.00 | 5,489.05- | 83.7 0010 |
| 12350 MEDICARE INSURANCE | 3,389.00- | 251.76 | 2,773.77 | | 0.00 | 615.23- | 81.8 0010 |
| 12350 MEDICARE INSURANCE | 0.00 | 12.17 | 97.39 | | 0.00 | 97.39 | 0.00 0131 |
| 12370 PART TIME RETIREMENT | 628.00- | 0.00 | 311.13 | | 0.00 | 316.87- | 49.5 0012 |
| 12370 PART TIME RETIREMENT | 1,248.00- | 33.56 | 268.65 | | 0.00 | 979.35- | 21.5 0131 |
| 12400 DENTAL INSURANCE | 2,130.00- | 179.98 | 1,779.80 | | 0.00 | 350.20- | 83.6 0010 |
| 12500 WORKERS COMPENSATION | 3,073.00- | 256.08 | 2,560.84 | | 0.00 | 512.16- | 83.3 0010 |
| 12600 RETIREMENT | 67,837.59- | 5,125.44 | 53,981.54 | | 0.00 | 13,856.05- | 79.6 0012 |
| 12750 CITY 401 PLAN | 0.00 | 100.00 | 425.00 | | 0.00 | 425.00 | 0.00 0010 |
| 12900 LONG TERM DISABILITY | 1,188.00- | 99.00 | 990.00 | | 0.00 | 198.00- | 83.3 0010 |
| 12950 VISION PLAN | 762.04- | 74.46 | 585.96 | | 0.00 | 176.08- | 76.9 0010 |
| Object 1000 Total | 401,175.71- | 29,218.70 | 307,828.76 | | 0.00 | 93,346.95- | 76.7 |
| 21350 OTHER OFFICE SUPPLIES | 2,000.00- | 0.00 | 1,398.74 | | 0.00 | 601.26- | 69.9 0010 |
| 22750 OTHER OPERATING SUPPLIES | 0.00 | 0.00 | 213.66 | | 0.00 | 213.66 | 0.00 0428 |
| Object 2000 Total | 2,000.00- | 0.00 | 1,612.40 | | 0.00 | 387.60- | 80.6 |
| 31950 OTHER PROFESSIONAL SERVICES | 0.00 | 0.00 | 3,470.46 | | 0.00 | 3,470.46 | 0.00 0428 |
| Object 3000 Total | 0.00 | 0.00 | 3,470.46 | | 0.00 | 3,470.46 | 0.00 |
| 40000 BOOKS & SUBSCRIPTIONS | 31,000.00- | 981.26 | 9,917.67 | | 0.00 | 21,082.33- | 32.0 0010 |
| 40500 LIBRARY DATABASES | 5,000.00- | 0.00 | 0.00 | | 0.00 | 5,000.00- | 0.0 0010 |
| Object 4000 Total | 36,000.00- | 981.26 | 9,917.67 | | 0.00 | 26,082.33- | 27.6 |
| DEPARTMENT: 6002 TOTAL | 439,175.71- | 30,199.96 | 322,829.29 | | 0.00 | 116,346.42- | 73.5 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | | UNENCUMBERED | |
|------------------------------------|-----------------------|----------------|--------------|--------------|-------------|
| | APPROPRIATION | PERIOD TO DATE | YEAR TO DATE | BALANCE | % USED FUND |
| 11200 PERMANENT SALARIES | 264,506.93- | 20,148.92 | 210,377.12 | 54,129.81- | 79.5 0010 |
| 11300 PART TIME SALARIES | 16,640.00- | 678.02 | 3,881.87 | 12,758.13- | 23.3 0010 |
| 11400 OVERTIME SALARIES | 0.00 | 0.00 | 121.79 | 121.79 | 0.00 0010 |
| 11500 SEPARATION BENEFITS | 19,646.00- | 1,637.17 | 16,371.66 | 3,274.34- | 83.3 0010 |
| 12200 LIFE INSURANCE | 624.00- | 104.00 | 728.00 | 104.00 | 116.7 0010 |
| 12300 MEDICAL INSURANCE | 42,981.00- | 3,718.05 | 36,346.48 | 6,634.52- | 84.6 0010 |
| 12350 MEDICARE INSURANCE | 3,704.00- | 295.48 | 3,110.18 | 593.82- | 84.0 0010 |
| 12370 PART TIME RETIREMENT | 666.00- | 27.12 | 155.28 | 510.72- | 23.3 0012 |
| 12400 DENTAL INSURANCE | 2,740.00- | 230.82 | 2,288.20 | 451.80- | 83.5 0010 |
| 12500 WORKERS COMPENSATION | 4,286.00- | 357.17 | 3,571.66 | 714.34- | 83.3 0010 |
| 12600 RETIREMENT | 74,135.82- | 5,719.94 | 60,138.81 | 13,997.01- | 81.1 0012 |
| 12750 CITY 401 PLAN | 0.00 | 100.00 | 450.00 | 450.00 | 0.00 0010 |
| 12900 LONG TERM DISABILITY | 1,584.00- | 132.00 | 1,320.00 | 264.00- | 83.3 0010 |
| 12950 VISION PLAN | 869.70- | 88.92 | 663.90 | 205.80- | 76.3 0010 |
| Object 1000 Total | 432,383.45- | 33,237.61 | 339,524.95 | 92,858.50- | 78.5 |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 7,200.00- | 381.06 | 3,890.87 | 3,309.13- | 54.0 0010 |
| Object 2000 Total | 7,200.00- | 381.06 | 3,890.87 | 3,309.13- | 54.0 |
| 31700 DATA PROCESSING | 6,000.00- | 0.00 | 7,180.56 | 1,180.56 | 119.7 0010 |
| 31700 DATA PROCESSING | 6,834.00- | 2,213.52 | 2,213.52 | 4,620.48- | 32.4 0131 |
| 38400 R&M MACHINERY AND EQUIPMENT | 84,850.00- | 0.00 | 63,263.73 | 13,148.22 | 90.1 0010 |
| 38400 R&M MACHINERY AND EQUIPMENT | 23,066.00- | 0.00 | 2,000.00 | 18,278.19 | 87.9 0532 |
| 39250 PRINTING & DUPLICATING | 950.00- | 0.00 | 0.00 | 950.00- | 0.0 0010 |
| Object 3000 Total | 121,700.00- | 2,213.52 | 74,657.81 | 31,426.41 | 87.2 |
| DEPARTMENT: 6003 TOTAL | 561,283.45- | 35,832.19 | 418,073.63 | 31,426.41 | 80.1 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | UNENCUMBERED BALANCE | % USED | FUND |
|------------------------------------|---------------|-----------------------|--------------|-------------------------|--------|------|
| | | PERIOD TO DATE | YEAR TO DATE | | | |
| 11200 PERMANENT SALARIES | 208,605.00- | 17,059.38 | 177,624.24 | 30,980.76- | 85.2 | 0010 |
| 11300 PART TIME SALARIES | 48,878.00- | 3,512.50 | 38,826.22 | 10,051.78- | 79.4 | 0010 |
| 11300 PART TIME SALARIES | 31,152.00- | 3,286.41 | 30,740.55 | 411.45- | 98.7 | 0131 |
| 11400 OVERTIME SALARIES | 0.00 | 0.00 | 283.79 | 283.79 | 0.00 | 0010 |
| 11500 SEPARATION BENEFITS | 17,797.00- | 1,483.08 | 14,830.84 | 2,966.16- | 83.3 | 0010 |
| 12200 LIFE INSURANCE | 624.00- | 104.00 | 728.00 | 104.00 | 116.7 | 0010 |
| 12300 MEDICAL INSURANCE | 43,704.00- | 3,829.04 | 36,730.10 | 6,973.90- | 84.0 | 0010 |
| 12350 MEDICARE INSURANCE | 2,933.00- | 288.60 | 3,194.38 | 261.38 | 108.9 | 0010 |
| 12350 MEDICARE INSURANCE | 0.00 | 47.67 | 356.28 | 356.28 | 0.00 | 0131 |
| 12370 PART TIME RETIREMENT | 0.00 | 140.51 | 995.62 | 995.62 | 0.00 | 0012 |
| 12370 PART TIME RETIREMENT | 4,000.00- | 131.46 | 1,787.20 | 2,212.80- | 44.7 | 0131 |
| 12400 DENTAL INSURANCE | 2,031.00- | 169.18 | 1,691.80 | 339.20- | 83.3 | 0010 |
| 12500 WORKERS COMPENSATION | 5,420.00- | 451.67 | 4,516.66 | 903.34- | 83.3 | 0010 |
| 12600 RETIREMENT | 58,591.04- | 4,846.04 | 50,805.61 | 7,785.43- | 86.7 | 0012 |
| 12750 CITY 401 PLAN | 0.00 | 150.00 | 675.00 | 675.00 | 0.00 | 0010 |
| 12900 LONG TERM DISABILITY | 1,584.00- | 132.00 | 1,320.00 | 264.00- | 83.3 | 0010 |
| 12950 VISION PLAN | 753.66- | 102.96 | 619.16 | 134.50- | 82.2 | 0010 |
| Object 1000 Total | 426,072.70- | 35,734.50 | 365,725.45 | 60,347.25- | 85.8 | |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 3,020.00- | 270.05 | 528.24 | 2,491.76- | 17.5 | 0010 |
| Object 2000 Total | 3,020.00- | 270.05 | 528.24 | 2,491.76- | 17.5 | |
| 38400 R&M MACHINERY AND EQUIPMENT | 4,900.00- | 4,900.00 | 4,900.00 | 0.00 | 100.0 | 0010 |
| 39250 PRINTING & DUPLICATING | 250.00- | 0.00 | 0.00 | 250.00- | 0.0 | 0010 |
| Object 3000 Total | 5,150.00- | 4,900.00 | 4,900.00 | 250.00- | 95.2 | |
| DEPARTMENT: 6004 TOTAL | 434,242.70- | 40,904.55 | 371,153.69 | 63,089.01- | 85.5 | |

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | ENCUMBERED | UNENCUMBERED | |
|----------------------------|---------------|-----------------------|--------------|------------|--------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | | BALANCE | % USED FUND |
| 11200 PERMANENT SALARIES | 72,092.00- | 0.00 | 41,272.79 | 0.00 | 30,819.21- | 57.3 0010 |
| 11200 PERMANENT SALARIES | 29,846.00- | 4,474.34 | 16,142.53 | 0.00 | 13,703.47- | 54.1 0142 |
| 11200 PERMANENT SALARIES | 12,791.00- | 1,118.59 | 3,355.74 | 0.00 | 9,435.26- | 26.2 0163 |
| 11300 PART TIME SALARIES | 20,905.00- | 2,631.59 | 22,622.53 | 0.00 | 1,717.53 | 108.2 0142 |
| 11300 PART TIME SALARIES | 12,692.00- | 970.94 | 7,956.71 | 0.00 | 4,735.29- | 62.7 0163 |
| 11300 PART TIME SALARIES | 14,178.00- | 191.40 | 715.57 | 0.00 | 13,462.43- | 5.0 0445 |
| 11300 PART TIME SALARIES | 14,000.00- | 884.94 | 7,760.77 | 0.00 | 6,239.23- | 55.4 0454 |
| 11400 OVERTIME SALARIES | 0.00 | 0.00 | 19.70 | 0.00 | 19.70 | 0.00 0010 |
| 11500 SEPARATION BENEFITS | 3,583.00- | 298.58 | 2,985.84 | 0.00 | 597.16- | 83.3 0010 |
| 11500 SEPARATION BENEFITS | 4,247.00- | 353.92 | 3,539.16 | 0.00 | 707.84- | 83.3 0142 |
| 12200 LIFE INSURANCE | 156.00- | 0.00 | 130.00 | 0.00 | 26.00- | 83.3 0010 |
| 12200 LIFE INSURANCE | 110.00- | 20.80 | 41.60 | 0.00 | 68.40- | 37.8 0142 |
| 12200 LIFE INSURANCE | 47.00- | 5.20 | 10.40 | 0.00 | 36.60- | 22.1 0163 |
| 12300 MEDICAL INSURANCE | 12,269.00- | 0.00 | 8,494.20 | 0.00 | 3,774.80- | 69.2 0010 |
| 12300 MEDICAL INSURANCE | 8,988.00- | 901.92 | 1,803.84 | 0.00 | 7,184.16- | 20.1 0142 |
| 12300 MEDICAL INSURANCE | 3,852.00- | 225.48 | 450.96 | 0.00 | 3,401.04- | 11.7 0163 |
| 12350 MEDICARE INSURANCE | 1,020.00- | 0.00 | 568.02 | 0.00 | 451.98- | 55.7 0010 |
| 12350 MEDICARE INSURANCE | 433.00- | 96.69 | 546.17 | 0.00 | 113.17 | 126.1 0142 |
| 12350 MEDICARE INSURANCE | 186.00- | 28.72 | 191.82 | 0.00 | 5.82 | 103.1 0163 |
| 12350 MEDICARE INSURANCE | 0.00 | 2.78 | 10.38 | 0.00 | 10.38 | 0.00 0445 |
| 12350 MEDICARE INSURANCE | 0.00 | 12.83 | 80.80 | 0.00 | 80.80 | 0.00 0454 |
| 12370 PART TIME RETIREMENT | 0.00 | 7.66 | 28.64 | 0.00 | 28.64 | 0.00 0012 |
| 12370 PART TIME RETIREMENT | 741.00- | 65.98 | 658.41 | 0.00 | 82.59- | 88.8 0142 |
| 12370 PART TIME RETIREMENT | 421.00- | 38.85 | 318.31 | 0.00 | 102.69- | 75.6 0163 |
| 12400 DENTAL INSURANCE | 590.00- | 0.00 | 393.12 | 0.00 | 196.88- | 66.6 0010 |
| 12400 DENTAL INSURANCE | 21.00- | 39.31 | 78.62 | 0.00 | 57.62 | 374.4 0142 |
| 12400 DENTAL INSURANCE | 9.00- | 9.83 | 19.66 | 0.00 | 10.66 | 218.4 0163 |
| 12500 WORKERS COMPENSATION | 1,618.00- | 134.83 | 1,348.34 | 0.00 | 269.66- | 83.3 0010 |
| 12600 RETIREMENT | 20,716.20- | 253.95 | 14,101.10 | 0.00 | 6,615.10- | 68.1 0012 |
| 12600 RETIREMENT | 11,460.00- | 1,554.25 | 6,398.24 | 0.00 | 5,061.76- | 55.8 0142 |
| 12600 RETIREMENT | 4,912.00- | 317.44 | 951.28 | 0.00 | 3,960.72- | 19.4 0163 |
| 12900 LONG TERM DISABILITY | 396.00- | 0.00 | 264.00 | 0.00 | 132.00- | 66.7 0010 |
| 12900 LONG TERM DISABILITY | 278.00- | 26.40 | 52.80 | 0.00 | 225.20- | 19.0 0142 |
| 12900 LONG TERM DISABILITY | 119.00- | 6.60 | 13.20 | 0.00 | 105.80- | 11.1 0163 |
| 12950 VISION PLAN | 139.00- | 0.00 | 92.24 | 0.00 | 46.76- | 66.4 0010 |

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | ENCUMBERED | UNENCUMBERED | |
|-----------------------------------|--------------------|-----------------------|-------------------|-------------|--------------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | | BALANCE | % USED FUND |
| 12950 VISION PLAN | 135.00- | 32.86 | 53.90 | 0.00 | 81.10- | 39.9 0142 |
| 12950 VISION PLAN | 58.00- | 8.21 | 13.47 | 0.00 | 44.53- | 23.2 0163 |
| Object 1000 Total | 253,008.20- | 14,714.89 | 143,484.86 | 0.00 | 109,523.34- | 56.7 |
| 21350 OTHER OFFICE SUPPLIES | 2,500.00- | 0.00 | 1,272.49 | 0.00 | 1,227.51- | 50.9 0445 |
| 21350 OTHER OFFICE SUPPLIES | 2,500.00- | 289.64 | 912.67 | 0.00 | 1,587.33- | 36.5 0454 |
| Object 2000 Total | 5,000.00- | 289.64 | 2,185.16 | 0.00 | 2,814.84- | 43.7 |
| 31950 OTHER PROFESSIONAL SERVICES | 1,500.00- | 0.00 | 262.00 | 0.00 | 1,238.00- | 17.5 0445 |
| 32200 POSTAGE | 2,000.00- | 363.55 | 363.55 | 0.00 | 1,636.45- | 18.2 0454 |
| 38400 R&M MACHINERY AND EQUIPMENT | 2,800.00- | 0.00 | 0.00 | 0.00 | 2,800.00- | 0.0 0445 |
| 39250 PRINTING & DUPLICATING | 250.00- | 0.00 | 37.15 | 0.00 | 212.85- | 14.9 0445 |
| 39300 DUES/MEMBERSHIPS | 2,500.00- | 0.00 | 182.00 | 0.00 | 2,318.00- | 7.3 0445 |
| Object 3000 Total | 9,050.00- | 363.55 | 844.70 | 0.00 | 8,205.30- | 9.3 |
| 40000 BOOKS & SUBSCRIPTIONS | 784.00- | 0.00 | 0.00 | 0.00 | 784.00- | 0.0 0142 |
| 40000 BOOKS & SUBSCRIPTIONS | 6,500.00- | 0.00 | 2,848.19 | 0.00 | 3,651.81- | 43.8 0445 |
| 40500 LIBRARY DATABASES | 1,950.00- | 0.00 | 0.00 | 0.00 | 1,950.00- | 0.0 0445 |
| Object 4000 Total | 9,234.00- | 0.00 | 2,848.19 | 0.00 | 6,385.81- | 30.8 |
| DEPARTMENT: 6005 TOTAL | 276,292.20- | 15,368.08 | 149,362.91 | 0.00 | 126,929.29- | 54.1 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6006 CHILDREN'S SERVICES

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | | UNENCUMBERED BALANCE | % USED | FUND |
|------------------------------------|---------------|-----------------------|--------------|------------|-------------------------|--------|------|
| | | PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | | | |
| 11200 PERMANENT SALARIES | 187,256.08- | 14,289.24 | 148,725.10 | 0.00 | 38,530.98- | 79.4 | 0010 |
| 11300 PART TIME SALARIES | 25,100.00- | 663.08 | 10,409.32 | 0.00 | 14,690.68- | 41.5 | 0131 |
| 11500 SEPARATION BENEFITS | 10,690.00- | 890.83 | 8,908.34 | 0.00 | 1,781.66- | 83.3 | 0010 |
| 12200 LIFE INSURANCE | 468.00- | 78.00 | 546.00 | 0.00 | 78.00 | 116.7 | 0010 |
| 12300 MEDICAL INSURANCE | 22,692.00- | 1,905.89 | 18,984.25 | 0.00 | 3,707.75- | 83.7 | 0010 |
| 12350 MEDICARE INSURANCE | 2,627.00- | 207.20 | 2,213.57 | 0.00 | 413.43- | 84.3 | 0010 |
| 12350 MEDICARE INSURANCE | 0.00 | 9.62 | 98.30 | 0.00 | 98.30 | 0.00 | 0131 |
| 12370 PART TIME RETIREMENT | 1,605.00- | 26.52 | 416.40 | 0.00 | 1,188.60- | 25.9 | 0131 |
| 12400 DENTAL INSURANCE | 1,141.00- | 87.56 | 875.60 | 0.00 | 265.40- | 76.7 | 0010 |
| 12500 WORKERS COMPENSATION | 3,154.00- | 262.83 | 2,628.34 | 0.00 | 525.66- | 83.3 | 0010 |
| 12600 RETIREMENT | 52,687.72- | 4,057.32 | 42,523.44 | 0.00 | 10,164.28- | 80.7 | 0012 |
| 12750 CITY 401 PLAN | 0.00 | 150.00 | 675.00 | 0.00 | 675.00 | 0.00 | 0010 |
| 12900 LONG TERM DISABILITY | 1,188.00- | 99.00 | 990.00 | 0.00 | 198.00- | 83.3 | 0010 |
| 12950 VISION PLAN | 620.08- | 54.48 | 420.72 | 0.00 | 199.36- | 67.8 | 0010 |
| Object 1000 Total | 309,228.88- | 22,781.57 | 238,414.38 | 0.00 | 70,814.50- | 77.1 | |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 6,500.00- | 1,387.51 | 3,194.70 | 0.00 | 3,305.30- | 49.1 | 0010 |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 1,000.00- | 0.00 | 47.55 | 0.00 | 952.45- | 4.8 | 0131 |
| Object 2000 Total | 7,500.00- | 1,387.51 | 3,242.25 | 0.00 | 4,257.75- | 43.2 | |
| 39250 PRINTING & DUPLICATING | 250.00- | 0.00 | 0.00 | 0.00 | 250.00- | 0.0 | 0010 |
| Object 3000 Total | 250.00- | 0.00 | 0.00 | 0.00 | 250.00- | 0.0 | |
| 40000 BOOKS & SUBSCRIPTIONS | 15,000.00- | 0.00 | 1,142.47 | 0.00 | 13,857.53- | 7.6 | 0010 |
| 40000 BOOKS & SUBSCRIPTIONS | 9,763.00- | 0.00 | 10,194.03 | 0.00 | 431.03 | 104.4 | 0131 |
| 40000 BOOKS & SUBSCRIPTIONS | 7,500.00- | 0.00 | 7,472.99 | 0.00 | 27.01- | 99.6 | 0530 |
| 40500 LIBRARY DATABASES | 625.00- | 0.00 | 599.00 | 0.00 | 26.00- | 95.8 | 0131 |
| Object 4000 Total | 32,888.00- | 0.00 | 19,408.49 | 0.00 | 13,479.51- | 59.0 | |
| DEPARTMENT: 6006 TOTAL | 349,866.88- | 24,169.08 | 261,065.12 | 0.00 | 88,801.76- | 74.6 | |
| DEPT SERIES: 6000 TOTAL | 2,963,583.94- | 185,768.18 | 2,111,427.13 | 31,426.41 | 820,730.40- | 72.3 | |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

| | | | | | | |
|---------------|-----------------|--------------|----------------|-------------|---------------|------|
| REPORT TOTALS | \$2,963,583.94- | \$185,768.18 | \$2,111,427.13 | \$31,426.41 | \$820,730.40- | 72.3 |
|---------------|-----------------|--------------|----------------|-------------|---------------|------|

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 04/01/2018 TO 04/30/2018

83.3% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | | | UNENCUMBERED | |
|--------------------------------|------------------------|---------------------|-----------------------|--------------------|----------------------|-------------|
| | APPROPRIATION | PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE | % USED |
| 1000 SALARY & BENEFITS | 2,129,342.94- | 160,851.67 | 1,655,017.34 | 0.00 | 474,325.60- | 77.7 |
| 2000 OPERATION EXPENDITURES | 40,633.00- | 2,389.56 | 20,159.73 | 0.00 | 20,473.27- | 49.6 |
| 3000 PROFESSIONAL EXPENDITURES | 329,290.00- | 21,545.69 | 212,478.39 | 31,426.41 | 85,385.20- | 74.1 |
| 4000 OTHER OVERHEAD | 464,318.00- | 981.26 | 223,771.67 | 0.00 | 240,546.33- | 48.2 |
| TOTALS | \$2,963,583.94- | \$185,768.18 | \$2,111,427.13 | \$31,426.41 | \$820,730.40- | 72.3 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2018 TO 04/30/2018
FUND SUMMARY

83.3% YEAR COMPLETE

| FUND | DESCRIPTION | APPROPRIATION | PERIOD TO DATE | YEAR TO DATE | -----EXPENDITURE----- | | | UNENCUMBERED BALANCE | % USED |
|--------|-------------------------------|-----------------|----------------|----------------|-----------------------|--------------|----------------|-------------------------|--------|
| | | | | | ENCUMBERED | YEAR TO DATE | PERIOD TO DATE | | |
| 0010 | GENERAL FUND | 1,909,794.57- | 136,630.23 | 1,463,813.21 | 13,148.22 | | | 432,833.14- | 77.3 |
| 0012 | RETIREMENT FUND | 327,841.37- | 24,539.67 | 268,479.43 | 0.00 | | | 59,361.94- | 81.9 |
| 0131 | LIBRARY TAX FUND | 531,669.00- | 9,925.22 | 286,312.46 | 0.00 | | | 245,356.54- | 53.9 |
| 0142 | EL CIVIC EDUCATION GRANT | 77,948.00- | 10,198.06 | 51,937.80 | 0.00 | | | 26,010.20- | 66.6 |
| 0163 | CAL LIBRARY LITERACY SVC GRAN | 35,087.00- | 2,729.86 | 13,281.55 | 0.00 | | | 21,805.45- | 37.9 |
| 0428 | CA COUNCIL FOR THE HUMANITIES | 0.00 | 0.00 | 3,684.12 | 0.00 | | | 3,684.12 | 0.00 |
| 0445 | LITERACY TRUST GRANT | 32,178.00- | 194.18 | 5,327.78 | 0.00 | | | 26,850.22- | 16.6 |
| 0454 | LIBRARY PASSPORT TRUST GRANT | 18,500.00- | 1,550.96 | 9,117.79 | 0.00 | | | 9,382.21- | 49.3 |
| 0530 | LIBRARY BILINGUAL BOOKS GRANT | 7,500.00- | 0.00 | 7,472.99 | 0.00 | | | 27.01- | 99.6 |
| 0532 | LIBRARIES ILLUMINATED GRANT | 23,066.00- | 0.00 | 2,000.00 | 18,278.19 | | | 2,787.81- | 87.9 |
| TOTALS | | \$2,963,583.94- | \$185,768.18 | \$2,111,427.13 | \$31,426.41 | | | \$820,730.40- | 72.3 |

ATTACHMENT 1
Receipt and Expenditure Report
May 2018

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | | UNENCUMBERED BALANCE | % USED | FUND |
|-------------------------------------|---------------|-----------------------|--------------|------------|-------------------------|--------|------|
| | | PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | | | |
| 11200 PERMANENT SALARIES | 179,076.00- | 14,035.36 | 159,679.25 | 0.00 | 19,396.75- | 89.2 | 0010 |
| 11300 PART TIME SALARIES | 39,240.00- | 3,697.10 | 42,217.78 | 0.00 | 2,977.78 | 107.6 | 0010 |
| 11500 SEPARATION BENEFITS | 10,401.00- | 866.75 | 9,534.25 | 0.00 | 866.75- | 91.7 | 0010 |
| 12200 LIFE INSURANCE | 359.00- | 39.00 | 370.50 | 0.00 | 11.50 | 103.2 | 0010 |
| 12300 MEDICAL INSURANCE | 17,719.00- | 1,352.26 | 15,496.36 | 0.00 | 2,222.64- | 87.5 | 0010 |
| 12350 MEDICARE INSURANCE | 2,578.00- | 257.49 | 2,949.66 | 0.00 | 371.66 | 114.4 | 0010 |
| 12370 PART TIME RETIREMENT | 1,569.00- | 110.90 | 1,292.19 | 0.00 | 276.81- | 82.4 | 0012 |
| 12400 DENTAL INSURANCE | 1,221.00- | 101.68 | 1,118.48 | 0.00 | 102.52- | 91.6 | 0010 |
| 12500 WORKERS COMPENSATION | 3,073.00- | 256.08 | 2,816.92 | 0.00 | 256.08- | 91.7 | 0010 |
| 12600 RETIREMENT | 51,010.00- | 4,247.06 | 48,504.03 | 0.00 | 2,505.97- | 95.1 | 0012 |
| 12900 LONG TERM DISABILITY | 792.00- | 66.00 | 726.00 | 0.00 | 66.00- | 91.7 | 0010 |
| 12950 VISION PLAN | 436.00- | 36.32 | 399.52 | 0.00 | 36.48- | 91.6 | 0010 |
| Object 1000 Total | 307,474.00- | 25,066.00 | 285,104.94 | 0.00 | 22,369.06- | 92.7 | |
| 21250 OFFICE PAPER PRODUCTS | 450.00- | 0.00 | 165.12 | 0.00 | 284.88- | 36.7 | 0010 |
| 21350 OTHER OFFICE SUPPLIES | 5,500.00- | 825.79 | 3,032.47 | 0.00 | 2,467.53- | 55.1 | 0010 |
| 22150 CLEANING & SANITATION SUPPLIE | 9,963.00- | 2,013.94 | 8,342.95 | 0.00 | 1,620.05- | 83.7 | 0010 |
| Object 2000 Total | 15,913.00- | 2,839.73 | 11,540.54 | 0.00 | 4,372.46- | 72.5 | |
| 31700 DATA PROCESSING | 10,224.00- | 803.00 | 8,833.00 | 0.00 | 1,391.00- | 86.4 | 0010 |
| 31700 DATA PROCESSING | 10,864.00- | 0.00 | 0.00 | 0.00 | 10,864.00- | 0.0 | 0131 |
| 31950 OTHER PROFESSIONAL SERVICES | 2,500.00- | 0.00 | 102.50 | 0.00 | 2,397.50- | 4.1 | 0010 |
| 32050 TELEPHONE | 5,000.00- | 793.83 | 3,389.84 | 0.00 | 1,610.16- | 67.8 | 0010 |
| 32150 TECHNOLOGY CHARGES | 5,106.00- | 425.50 | 4,680.50 | 0.00 | 425.50- | 91.7 | 0010 |
| 32150 TECHNOLOGY CHARGES | 5,678.00- | 473.17 | 5,204.83 | 0.00 | 473.17- | 91.7 | 0131 |
| 32200 POSTAGE | 1,000.00- | 69.74 | 753.14 | 0.00 | 246.86- | 75.3 | 0010 |
| 33100 MILEAGE AND PARKING | 1,500.00- | 0.00 | 258.88 | 0.00 | 1,241.12- | 17.3 | 0010 |
| 33200 CONFERENCES/SEMINARS | 1,370.00- | 645.00 | 980.70 | 0.00 | 389.30- | 71.6 | 0010 |
| 36100 ELECTRICITY | 97,000.00- | 5,879.80 | 87,698.90 | 0.00 | 9,301.10- | 90.4 | 0010 |
| 36100 ELECTRICITY | 16,390.00- | 801.79 | 11,958.92 | 0.00 | 4,431.08- | 73.0 | 0131 |
| 36200 GAS SERVICE | 7,160.00- | 97.41 | 1,590.62 | 0.00 | 5,569.38- | 22.2 | 0010 |
| 38100 REPAIRS & MTC BUILDINGS | 11,178.00- | 0.00 | 539.29 | 0.00 | 10,638.71- | 4.8 | 0010 |
| 38400 R&M MACHINERY AND EQUIPMENT | 11,520.00- | 503.76 | 4,609.20 | 0.00 | 6,910.80- | 40.0 | 0010 |
| 38400 R&M MACHINERY AND EQUIPMENT | 3,000.00- | 853.33 | 9,386.63 | 0.00 | 6,386.63 | 312.9 | 0131 |
| 39250 PRINTING & DUPLICATING | 500.00- | 0.00 | 43.80 | 0.00 | 456.20- | 8.8 | 0010 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | | ENCUMBERED | UNENCUMBERED | |
|-------------------------------------|---------------|-----------------------|--------------|--------------|------------|--------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | YEAR TO DATE | | BALANCE | % USED FUND |
| 39300 DUES/MEMBERSHIPS | 3,150.00- | 0.00 | 79.00- | 0.00 | 0.00 | 3,229.00- | -2.5 0010 |
| Object 3000 Total | 193,140.00- | 11,346.33 | 139,951.75 | 0.00 | 0.00 | 53,188.25- | 72.5 |
| 41100 SERVICES/OTHER GOVT. AGENCIES | 3,000.00- | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00- | 0.0 0010 |
| 42200 LEASE PRINCIPAL PAYMENT | 372,517.00- | 0.00 | 184,500.88 | 0.00 | 0.00 | 188,016.12- | 49.5 0131 |
| 42240 LOAN INTEREST | 10,679.00- | 0.00 | 7,096.44 | 0.00 | 0.00 | 3,582.56- | 66.5 0131 |
| Object 4000 Total | 386,196.00- | 0.00 | 191,597.32 | 0.00 | 0.00 | 194,598.68- | 49.6 |
| DEPARTMENT: 6001 TOTAL | 902,723.00- | 39,252.06 | 628,194.55 | 0.00 | 0.00 | 274,528.45- | 69.6 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | | | UNENCUMBERED | |
|-----------------------------------|-----------------------|----------------|--------------|------------|--------------|-------------|
| | APPROPRIATION | PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE | % USED FUND |
| 11200 PERMANENT SALARIES | 241,223.08- | 18,065.54 | 206,960.67 | 0.00 | 34,262.41- | 85.8 0010 |
| 11300 PART TIME SALARIES | 0.00 | 0.00 | 1,430.40 | 0.00 | 1,430.40 | 0.00 0010 |
| 11300 PART TIME SALARIES | 31,214.00- | 696.52 | 13,761.38 | 0.00 | 17,452.62- | 44.1 0131 |
| 11500 SEPARATION BENEFITS | 14,446.00- | 1,203.83 | 13,242.17 | 0.00 | 1,203.83- | 91.7 0010 |
| 12200 LIFE INSURANCE | 468.00- | 78.00 | 624.00 | 0.00 | 156.00 | 133.3 0010 |
| 12300 MEDICAL INSURANCE | 33,569.00- | 2,899.90 | 30,979.85 | 0.00 | 2,589.15- | 92.3 0010 |
| 12350 MEDICARE INSURANCE | 3,389.00- | 252.28 | 3,026.05 | 0.00 | 362.95- | 89.3 0010 |
| 12350 MEDICARE INSURANCE | 0.00 | 10.10 | 107.49 | 0.00 | 107.49 | 0.00 0131 |
| 12370 PART TIME RETIREMENT | 628.00- | 0.00 | 311.13 | 0.00 | 316.87- | 49.5 0012 |
| 12370 PART TIME RETIREMENT | 1,248.00- | 27.86 | 296.51 | 0.00 | 951.49- | 23.8 0131 |
| 12400 DENTAL INSURANCE | 2,130.00- | 179.98 | 1,959.78 | 0.00 | 170.22- | 92.0 0010 |
| 12500 WORKERS COMPENSATION | 3,073.00- | 256.08 | 2,816.92 | 0.00 | 256.08- | 91.7 0010 |
| 12600 RETIREMENT | 67,837.59- | 5,125.44 | 59,106.98 | 0.00 | 8,730.61- | 87.1 0012 |
| 12750 CITY 401 PLAN | 0.00 | 100.00 | 525.00 | 0.00 | 525.00 | 0.00 0010 |
| 12900 LONG TERM DISABILITY | 1,188.00- | 99.00 | 1,089.00 | 0.00 | 99.00- | 91.7 0010 |
| 12950 VISION PLAN | 762.04- | 74.46 | 660.42 | 0.00 | 101.62- | 86.7 0010 |
| Object 1000 Total | 401,175.71- | 29,068.99 | 336,897.75 | 0.00 | 64,277.96- | 84.0 |
| 21350 OTHER OFFICE SUPPLIES | 2,000.00- | 0.00 | 1,398.74 | 0.00 | 601.26- | 69.9 0010 |
| 22750 OTHER OPERATING SUPPLIES | 0.00 | 0.00 | 213.66 | 0.00 | 213.66 | 0.00 0428 |
| Object 2000 Total | 2,000.00- | 0.00 | 1,612.40 | 0.00 | 387.60- | 80.6 |
| 31950 OTHER PROFESSIONAL SERVICES | 0.00 | 0.00 | 3,470.46 | 0.00 | 3,470.46 | 0.00 0428 |
| Object 3000 Total | 0.00 | 0.00 | 3,470.46 | 0.00 | 3,470.46 | 0.00 |
| 40000 BOOKS & SUBSCRIPTIONS | 31,000.00- | 7,515.02 | 17,432.69 | 0.00 | 13,567.31- | 56.2 0010 |
| 40500 LIBRARY DATABASES | 5,000.00- | 0.00 | 0.00 | 0.00 | 5,000.00- | 0.0 0010 |
| Object 4000 Total | 36,000.00- | 7,515.02 | 17,432.69 | 0.00 | 18,567.31- | 48.4 |
| DEPARTMENT: 6002 TOTAL | 439,175.71- | 36,584.01 | 359,413.30 | 0.00 | 79,762.41- | 81.8 |

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | ENCUMBERED | UNENCUMBERED | |
|------------------------------------|---------------|-----------------------|--------------|------------|--------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | | BALANCE | % USED FUND |
| 11200 PERMANENT SALARIES | 264,506.93- | 20,148.94 | 230,526.06 | 0.00 | 33,980.87- | 87.2 0010 |
| 11300 PART TIME SALARIES | 16,640.00- | 639.14 | 4,521.01 | 0.00 | 12,118.99- | 27.2 0010 |
| 11400 OVERTIME SALARIES | 0.00 | 0.00 | 121.79 | 0.00 | 121.79 | 0.00 0010 |
| 11500 SEPARATION BENEFITS | 19,646.00- | 1,637.17 | 18,008.83 | 0.00 | 1,637.17- | 91.7 0010 |
| 12200 LIFE INSURANCE | 624.00- | 104.00 | 832.00 | 0.00 | 208.00 | 133.3 0010 |
| 12300 MEDICAL INSURANCE | 42,981.00- | 3,718.05 | 40,064.53 | 0.00 | 2,916.47- | 93.2 0010 |
| 12350 MEDICARE INSURANCE | 3,704.00- | 295.05 | 3,405.23 | 0.00 | 298.77- | 91.9 0010 |
| 12370 PART TIME RETIREMENT | 666.00- | 25.56 | 180.84 | 0.00 | 485.16- | 27.1 0012 |
| 12400 DENTAL INSURANCE | 2,740.00- | 230.82 | 2,519.02 | 0.00 | 220.98- | 91.9 0010 |
| 12500 WORKERS COMPENSATION | 4,286.00- | 357.17 | 3,928.83 | 0.00 | 357.17- | 91.7 0010 |
| 12600 RETIREMENT | 74,135.82- | 5,719.94 | 65,858.75 | 0.00 | 8,277.07- | 88.8 0012 |
| 12750 CITY 401 PLAN | 0.00 | 100.00 | 550.00 | 0.00 | 550.00 | 0.00 0010 |
| 12900 LONG TERM DISABILITY | 1,584.00- | 132.00 | 1,452.00 | 0.00 | 132.00- | 91.7 0010 |
| 12950 VISION PLAN | 869.70- | 88.92 | 752.82 | 0.00 | 116.88- | 86.6 0010 |
| Object 1000 Total | 432,383.45- | 33,196.76 | 372,721.71 | 0.00 | 59,661.74- | 86.2 |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 7,200.00- | 92.81 | 3,983.68 | 0.00 | 3,216.32- | 55.3 0010 |
| Object 2000 Total | 7,200.00- | 92.81 | 3,983.68 | 0.00 | 3,216.32- | 55.3 |
| 31700 DATA PROCESSING | 6,000.00- | 0.00 | 7,180.56 | 0.00 | 1,180.56 | 119.7 0010 |
| 31700 DATA PROCESSING | 6,834.00- | 0.00 | 2,213.52 | 0.00 | 4,620.48- | 32.4 0131 |
| 38400 R&M MACHINERY AND EQUIPMENT | 84,850.00- | 366.16 | 63,629.89 | 13,148.22 | 8,071.89- | 90.5 0010 |
| 38400 R&M MACHINERY AND EQUIPMENT | 23,066.00- | 0.00 | 2,000.00 | 18,278.19 | 2,787.81- | 87.9 0532 |
| 39250 PRINTING & DUPLICATING | 950.00- | 0.00 | 0.00 | 0.00 | 950.00- | 0.0 0010 |
| Object 3000 Total | 121,700.00- | 366.16 | 75,023.97 | 31,426.41 | 15,249.62- | 87.5 |
| DEPARTMENT: 6003 TOTAL | 561,283.45- | 33,655.73 | 451,729.36 | 31,426.41 | 78,127.68- | 86.1 |

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | | ENCUMBERED | UNENCUMBERED | |
|------------------------------------|---------------|-----------------------|--------------|---------|------------|--------------|------|
| | | PERIOD TO DATE | YEAR TO DATE | BALANCE | | % USED | FUND |
| 11200 PERMANENT SALARIES | 208,605.00- | 16,477.85 | 194,102.09 | 0.00 | 14,502.91- | 93.0 | 0010 |
| 11300 PART TIME SALARIES | 48,878.00- | 3,685.13 | 42,511.35 | 0.00 | 6,366.65- | 87.0 | 0010 |
| 11300 PART TIME SALARIES | 31,152.00- | 3,176.30 | 33,916.85 | 0.00 | 2,764.85 | 108.9 | 0131 |
| 11400 OVERTIME SALARIES | 0.00 | 0.00 | 283.79 | 0.00 | 283.79 | 0.00 | 0010 |
| 11500 SEPARATION BENEFITS | 17,797.00- | 1,483.08 | 16,313.92 | 0.00 | 1,483.08- | 91.7 | 0010 |
| 12200 LIFE INSURANCE | 624.00- | 104.00 | 832.00 | 0.00 | 208.00 | 133.3 | 0010 |
| 12300 MEDICAL INSURANCE | 43,704.00- | 3,829.04 | 40,559.14 | 0.00 | 3,144.86- | 92.8 | 0010 |
| 12350 MEDICARE INSURANCE | 2,933.00- | 282.53 | 3,476.91 | 0.00 | 543.91 | 118.5 | 0010 |
| 12350 MEDICARE INSURANCE | 0.00 | 46.08 | 402.36 | 0.00 | 402.36 | 0.00 | 0131 |
| 12370 PART TIME RETIREMENT | 0.00 | 147.43 | 1,143.05 | 0.00 | 1,143.05 | 0.00 | 0012 |
| 12370 PART TIME RETIREMENT | 4,000.00- | 127.04 | 1,914.24 | 0.00 | 2,085.76- | 47.9 | 0131 |
| 12400 DENTAL INSURANCE | 2,031.00- | 169.18 | 1,860.98 | 0.00 | 170.02- | 91.6 | 0010 |
| 12500 WORKERS COMPENSATION | 5,420.00- | 451.67 | 4,968.33 | 0.00 | 451.67- | 91.7 | 0010 |
| 12600 RETIREMENT | 58,591.04- | 4,681.55 | 55,487.16 | 0.00 | 3,103.88- | 94.7 | 0012 |
| 12750 CITY 401 PLAN | 0.00 | 150.00 | 825.00 | 0.00 | 825.00 | 0.00 | 0010 |
| 12900 LONG TERM DISABILITY | 1,584.00- | 132.00 | 1,452.00 | 0.00 | 132.00- | 91.7 | 0010 |
| 12950 VISION PLAN | 753.66- | 92.62 | 711.78 | 0.00 | 41.88- | 94.4 | 0010 |
| Object 1000 Total | 426,072.70- | 35,035.50 | 400,760.95 | 0.00 | 25,311.75- | 94.1 | |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 3,020.00- | 2,359.04 | 2,887.28 | 0.00 | 132.72- | 95.6 | 0010 |
| Object 2000 Total | 3,020.00- | 2,359.04 | 2,887.28 | 0.00 | 132.72- | 95.6 | |
| 38400 R&M MACHINERY AND EQUIPMENT | 4,900.00- | 0.00 | 4,900.00 | 0.00 | 0.00 | 100.0 | 0010 |
| 39250 PRINTING & DUPLICATING | 250.00- | 0.00 | 0.00 | 0.00 | 250.00- | 0.0 | 0010 |
| Object 3000 Total | 5,150.00- | 0.00 | 4,900.00 | 0.00 | 250.00- | 95.2 | |
| DEPARTMENT: 6004 TOTAL | 434,242.70- | 37,394.54 | 408,548.23 | 0.00 | 25,694.47- | 94.1 | |

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | ENCUMBERED | UNENCUMBERED | |
|----------------------------|---------------|-----------------------|--------------|------------|--------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | | BALANCE | % USED FUND |
| 11200 PERMANENT SALARIES | 72,092.00- | 3,773.54 | 45,046.33 | 0.00 | 27,045.67- | 62.5 0010 |
| 11200 PERMANENT SALARIES | 29,846.00- | 4,474.34 | 20,616.87 | 0.00 | 9,229.13- | 69.1 0142 |
| 11200 PERMANENT SALARIES | 12,791.00- | 1,118.58 | 4,474.32 | 0.00 | 8,316.68- | 35.0 0163 |
| 11300 PART TIME SALARIES | 20,905.00- | 2,699.47 | 25,322.00 | 0.00 | 4,417.00 | 121.1 0142 |
| 11300 PART TIME SALARIES | 12,692.00- | 1,005.50 | 8,962.21 | 0.00 | 3,729.79- | 70.6 0163 |
| 11300 PART TIME SALARIES | 14,178.00- | 201.30 | 916.87 | 0.00 | 13,261.13- | 6.5 0445 |
| 11300 PART TIME SALARIES | 14,000.00- | 764.04 | 8,524.81 | 0.00 | 5,475.19- | 60.9 0454 |
| 11400 OVERTIME SALARIES | 0.00 | 0.00 | 19.70 | 0.00 | 19.70 | 0.00 0010 |
| 11500 SEPARATION BENEFITS | 3,583.00- | 298.58 | 3,284.42 | 0.00 | 298.58- | 91.7 0010 |
| 11500 SEPARATION BENEFITS | 4,247.00- | 353.92 | 3,893.08 | 0.00 | 353.92- | 91.7 0142 |
| 12200 LIFE INSURANCE | 156.00- | 26.00 | 156.00 | 0.00 | 0.00 | 100.0 0010 |
| 12200 LIFE INSURANCE | 110.00- | 20.80 | 62.40 | 0.00 | 47.60- | 56.7 0142 |
| 12200 LIFE INSURANCE | 47.00- | 5.20 | 15.60 | 0.00 | 31.40- | 33.2 0163 |
| 12300 MEDICAL INSURANCE | 12,269.00- | 645.10 | 9,139.30 | 0.00 | 3,129.70- | 74.5 0010 |
| 12300 MEDICAL INSURANCE | 8,988.00- | 901.92 | 2,705.76 | 0.00 | 6,282.24- | 30.1 0142 |
| 12300 MEDICAL INSURANCE | 3,852.00- | 225.48 | 676.44 | 0.00 | 3,175.56- | 17.6 0163 |
| 12350 MEDICARE INSURANCE | 1,020.00- | 54.72 | 622.74 | 0.00 | 397.26- | 61.0 0010 |
| 12350 MEDICARE INSURANCE | 433.00- | 105.78 | 651.95 | 0.00 | 218.95 | 150.6 0142 |
| 12350 MEDICARE INSURANCE | 186.00- | 31.25 | 223.07 | 0.00 | 37.07 | 119.9 0163 |
| 12350 MEDICARE INSURANCE | 0.00 | 2.92 | 13.30 | 0.00 | 13.30 | 0.00 0445 |
| 12350 MEDICARE INSURANCE | 0.00 | 11.07 | 91.87 | 0.00 | 91.87 | 0.00 0454 |
| 12370 PART TIME RETIREMENT | 0.00 | 8.05 | 36.69 | 0.00 | 36.69 | 0.00 0012 |
| 12370 PART TIME RETIREMENT | 741.00- | 67.16 | 725.57 | 0.00 | 15.43- | 97.9 0142 |
| 12370 PART TIME RETIREMENT | 421.00- | 40.22 | 358.53 | 0.00 | 62.47- | 85.2 0163 |
| 12400 DENTAL INSURANCE | 590.00- | 18.36 | 411.48 | 0.00 | 178.52- | 69.7 0010 |
| 12400 DENTAL INSURANCE | 21.00- | 39.31 | 117.93 | 0.00 | 96.93 | 561.6 0142 |
| 12400 DENTAL INSURANCE | 9.00- | 9.83 | 29.49 | 0.00 | 20.49 | 327.7 0163 |
| 12500 WORKERS COMPENSATION | 1,618.00- | 134.83 | 1,483.17 | 0.00 | 134.83- | 91.7 0010 |
| 12600 RETIREMENT | 20,716.20- | 1,292.29 | 15,393.39 | 0.00 | 5,322.81- | 74.3 0012 |
| 12600 RETIREMENT | 11,460.00- | 1,565.18 | 7,963.42 | 0.00 | 3,496.58- | 69.5 0142 |
| 12600 RETIREMENT | 4,912.00- | 317.44 | 1,268.72 | 0.00 | 3,643.28- | 25.8 0163 |
| 12750 CITY 401 PLAN | 0.00 | 50.00 | 50.00 | 0.00 | 50.00 | 0.00 0010 |
| 12900 LONG TERM DISABILITY | 396.00- | 33.00 | 297.00 | 0.00 | 99.00- | 75.0 0010 |
| 12900 LONG TERM DISABILITY | 278.00- | 26.40 | 79.20 | 0.00 | 198.80- | 28.5 0142 |
| 12900 LONG TERM DISABILITY | 119.00- | 6.60 | 19.80 | 0.00 | 99.20- | 16.6 0163 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | | ENCUMBERED | UNENCUMBERED | |
|-----------------------------------|---------------|-----------------------|--------------|--|------------|--------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | | | BALANCE | % USED FUND |
| 12950 VISION PLAN | 139.00- | 18.16 | 110.40 | | 0.00 | 28.60- | 79.4 0010 |
| 12950 VISION PLAN | 135.00- | 21.04 | 74.94 | | 0.00 | 60.06- | 55.5 0142 |
| 12950 VISION PLAN | 58.00- | 5.26 | 18.73 | | 0.00 | 39.27- | 32.3 0163 |
| Object 1000 Total | 253,008.20- | 20,372.64 | 163,857.50 | | 0.00 | 89,150.70- | 64.8 |
| 21350 OTHER OFFICE SUPPLIES | 2,500.00- | 0.00 | 1,272.49 | | 0.00 | 1,227.51- | 50.9 0445 |
| 21350 OTHER OFFICE SUPPLIES | 2,500.00- | 328.91 | 1,241.58 | | 0.00 | 1,258.42- | 49.7 0454 |
| Object 2000 Total | 5,000.00- | 328.91 | 2,514.07 | | 0.00 | 2,485.93- | 50.3 |
| 31950 OTHER PROFESSIONAL SERVICES | 1,500.00- | 0.00 | 262.00 | | 0.00 | 1,238.00- | 17.5 0445 |
| 32200 POSTAGE | 2,000.00- | 673.50 | 1,037.05 | | 0.00 | 962.95- | 51.9 0454 |
| 38400 R&M MACHINERY AND EQUIPMENT | 2,800.00- | 0.00 | 0.00 | | 0.00 | 2,800.00- | 0.0 0445 |
| 39250 PRINTING & DUPLICATING | 250.00- | 0.00 | 37.15 | | 0.00 | 212.85- | 14.9 0445 |
| 39300 DUES/MEMBERSHIPS | 2,500.00- | 0.00 | 182.00 | | 0.00 | 2,318.00- | 7.3 0445 |
| Object 3000 Total | 9,050.00- | 673.50 | 1,518.20 | | 0.00 | 7,531.80- | 16.8 |
| 40000 BOOKS & SUBSCRIPTIONS | 784.00- | 0.00 | 0.00 | | 0.00 | 784.00- | 0.0 0142 |
| 40000 BOOKS & SUBSCRIPTIONS | 6,500.00- | 0.00 | 2,848.19 | | 0.00 | 3,651.81- | 43.8 0445 |
| 40500 LIBRARY DATABASES | 1,950.00- | 0.00 | 0.00 | | 0.00 | 1,950.00- | 0.0 0445 |
| Object 4000 Total | 9,234.00- | 0.00 | 2,848.19 | | 0.00 | 6,385.81- | 30.8 |
| DEPARTMENT: 6005 TOTAL | 276,292.20- | 21,375.05 | 170,737.96 | | 0.00 | 105,554.24- | 61.8 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | | ENCUMBERED | UNENCUMBERED | |
|------------------------------------|---------------|-----------------------|--------------|--|------------|--------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | | | BALANCE | % USED FUND |
| 11200 PERMANENT SALARIES | 187,256.08- | 10,515.69 | 159,240.79 | | 0.00 | 28,015.29- | 85.0 0010 |
| 11300 PART TIME SALARIES | 0.00 | 335.56 | 335.56 | | 0.00 | 335.56 | 0.00 0010 |
| 11300 PART TIME SALARIES | 25,100.00- | 1,130.26 | 11,539.58 | | 0.00 | 13,560.42- | 46.0 0131 |
| 11500 SEPARATION BENEFITS | 10,690.00- | 890.83 | 9,799.17 | | 0.00 | 890.83- | 91.7 0010 |
| 12200 LIFE INSURANCE | 468.00- | 52.00 | 598.00 | | 0.00 | 130.00 | 127.8 0010 |
| 12300 MEDICAL INSURANCE | 22,692.00- | 1,260.79 | 20,245.04 | | 0.00 | 2,446.96- | 89.2 0010 |
| 12350 MEDICARE INSURANCE | 2,627.00- | 157.35 | 2,370.92 | | 0.00 | 256.08- | 90.3 0010 |
| 12350 MEDICARE INSURANCE | 0.00 | 16.39 | 114.69 | | 0.00 | 114.69 | 0.00 0131 |
| 12370 PART TIME RETIREMENT | 0.00 | 13.42 | 13.42 | | 0.00 | 13.42 | 0.00 0012 |
| 12370 PART TIME RETIREMENT | 1,605.00- | 45.21 | 461.61 | | 0.00 | 1,143.39- | 28.8 0131 |
| 12400 DENTAL INSURANCE | 1,141.00- | 69.20 | 944.80 | | 0.00 | 196.20- | 82.8 0010 |
| 12500 WORKERS COMPENSATION | 3,154.00- | 262.83 | 2,891.17 | | 0.00 | 262.83- | 91.7 0010 |
| 12600 RETIREMENT | 52,687.72- | 2,984.76 | 45,508.20 | | 0.00 | 7,179.52- | 86.4 0012 |
| 12750 CITY 401 PLAN | 0.00 | 100.00 | 775.00 | | 0.00 | 775.00 | 0.00 0010 |
| 12900 LONG TERM DISABILITY | 1,188.00- | 66.00 | 1,056.00 | | 0.00 | 132.00- | 88.9 0010 |
| 12950 VISION PLAN | 620.08- | 36.32 | 457.04 | | 0.00 | 163.04- | 73.7 0010 |
| Object 1000 Total | 309,228.88- | 17,936.61 | 256,350.99 | | 0.00 | 52,877.89- | 82.9 |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 6,500.00- | 1,083.66 | 4,278.36 | | 0.00 | 2,221.64- | 65.8 0010 |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 1,000.00- | 200.00 | 247.55 | | 0.00 | 752.45- | 24.8 0131 |
| Object 2000 Total | 7,500.00- | 1,283.66 | 4,525.91 | | 0.00 | 2,974.09- | 60.4 |
| 39250 PRINTING & DUPLICATING | 250.00- | 0.00 | 0.00 | | 0.00 | 250.00- | 0.0 0010 |
| Object 3000 Total | 250.00- | 0.00 | 0.00 | | 0.00 | 250.00- | 0.0 |
| 40000 BOOKS & SUBSCRIPTIONS | 15,000.00- | 9,471.84 | 10,614.31 | | 0.00 | 4,385.69- | 70.8 0010 |
| 40000 BOOKS & SUBSCRIPTIONS | 9,763.00- | 0.00 | 10,194.03 | | 0.00 | 431.03 | 104.4 0131 |
| 40000 BOOKS & SUBSCRIPTIONS | 7,500.00- | 0.00 | 7,472.99 | | 0.00 | 27.01- | 99.6 0530 |
| 40500 LIBRARY DATABASES | 625.00- | 0.00 | 599.00 | | 0.00 | 26.00- | 95.8 0131 |
| Object 4000 Total | 32,888.00- | 9,471.84 | 28,880.33 | | 0.00 | 4,007.67- | 87.8 |
| DEPARTMENT: 6006 TOTAL | 349,866.88- | 28,692.11 | 289,757.23 | | 0.00 | 60,109.65- | 82.8 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPT SERIES: 6000 TOTAL

| | | | | | |
|---------------|------------|--------------|-----------|-------------|------|
| 2,963,583.94- | 196,953.50 | 2,308,380.63 | 31,426.41 | 623,776.90- | 79.0 |
|---------------|------------|--------------|-----------|-------------|------|

REPORT TOTALS

| | | | | | |
|-----------------|--------------|----------------|-------------|---------------|------|
| \$2,963,583.94- | \$196,953.50 | \$2,308,380.63 | \$31,426.41 | \$623,776.90- | 79.0 |
|-----------------|--------------|----------------|-------------|---------------|------|

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2018 TO 05/31/2018

91.7% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

| OBJECT DESCRIPTION | APPROPRIATION | -----EXPENDITURE----- | | ENCUMBERED | UNENCUMBERED | |
|--------------------------------|------------------------|-----------------------|-----------------------|--------------------|----------------------|-------------|
| | | PERIOD TO DATE | YEAR TO DATE | | BALANCE | % USED |
| 1000 SALARY & BENEFITS | 2,129,342.94- | 160,676.50 | 1,815,693.84 | 0.00 | 313,649.10- | 85.3 |
| 2000 OPERATION EXPENDITURES | 40,633.00- | 6,904.15 | 27,063.88 | 0.00 | 13,569.12- | 66.6 |
| 3000 PROFESSIONAL EXPENDITURES | 329,290.00- | 12,385.99 | 224,864.38 | 31,426.41 | 72,999.21- | 77.8 |
| 4000 OTHER OVERHEAD | 464,318.00- | 16,986.86 | 240,758.53 | 0.00 | 223,559.47- | 51.9 |
| TOTALS | \$2,963,583.94- | \$196,953.50 | \$2,308,380.63 | \$31,426.41 | \$623,776.90- | 79.0 |

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2018 TO 05/31/2018
FUND SUMMARY

91.7% YEAR COMPLETE

| FUND | DESCRIPTION | APPROPRIATION | PERIOD TO DATE | -----EXPENDITURE----- | | ENCUMBERED | UNENCUMBERED | |
|--------|-------------------------------|-----------------|----------------|-----------------------|--------------|---------------|--------------|--------|
| | | | | YEAR TO DATE | YEAR TO DATE | | BALANCE | % USED |
| 0010 | GENERAL FUND | 1,909,794.57- | 149,970.63 | 1,613,783.84 | 13,148.22 | 282,862.51- | 85.2 | |
| 0012 | RETIREMENT FUND | 327,841.37- | 24,356.40 | 292,835.83 | 0.00 | 35,005.54- | 89.3 | |
| 0131 | LIBRARY TAX FUND | 531,669.00- | 7,604.05 | 293,916.51 | 0.00 | 237,752.49- | 55.3 | |
| 0142 | EL CIVIC EDUCATION GRANT | 77,948.00- | 10,275.32 | 62,213.12 | 0.00 | 15,734.88- | 79.8 | |
| 0163 | CAL LIBRARY LITERACY SVC GRAN | 35,087.00- | 2,765.36 | 16,046.91 | 0.00 | 19,040.09- | 45.7 | |
| 0428 | CA COUNCIL FOR THE HUMANITIES | 0.00 | 0.00 | 3,684.12 | 0.00 | 3,684.12 | 0.00 | |
| 0445 | LITERACY TRUST GRANT | 32,178.00- | 204.22 | 5,532.00 | 0.00 | 26,646.00- | 17.2 | |
| 0454 | LIBRARY PASSPORT TRUST GRANT | 18,500.00- | 1,777.52 | 10,895.31 | 0.00 | 7,604.69- | 58.9 | |
| 0530 | LIBRARY BILINGUAL BOOKS GRANT | 7,500.00- | 0.00 | 7,472.99 | 0.00 | 27.01- | 99.6 | |
| 0532 | LIBRARIES ILLUMINATED GRANT | 23,066.00- | 0.00 | 2,000.00 | 18,278.19 | 2,787.81- | 87.9 | |
| TOTALS | | \$2,963,583.94- | \$196,953.50 | \$2,308,380.63 | \$31,426.41 | \$623,776.90- | 79.0 | |

ATTACHMENT 2
Trust and Agency Account Report
May 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: May 31, 2018

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of May 31, 2018

General Donations (0075 450 0075 08250)

| | |
|------------------------------------|--------------------|
| Beginning Balance | \$ 643.44 |
| Deposits (Reclassify expenditures) | 645.00 |
| Disbursements (CALA membership) | (165.00) |
| Total Ending Balance | <u>\$ 1,123.44</u> |

Library Automation and Water Bill Donation (0075 450 0075 08260)

| | |
|---|---------------------|
| Beginning Balance | \$ 20,708.97 |
| Deposits (Water Bill Donation: 5/31/18) | 400.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 21,108.97</u> |

Literacy Program (0075 450 0075 08270)

| | |
|----------------------|---------------------|
| Beginning Balance | \$ 64,302.61 |
| Deposits | 0.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 64,302.61</u> |

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

| | |
|----------------------|---------------------|
| Beginning Balance | \$ 10,313.31 |
| Deposits | 0.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 10,313.31</u> |

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 96,848.33**

Library Building Trust Fund (0075 450 0075 08320)

| | |
|----------------------|----------------------------|
| Beginning Balance | \$ 90,457.90 |
| Deposits | 0.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 90,457.90</u> |

Passport Services (0075 450 0075 08325)

| | |
|----------------------|----------------------------|
| Beginning Balance | \$ 65,851.39 |
| Deposits | (Passport fees) 2,360.00 |
| | (Passport fees) 2,220.00 |
| | (Passport fees) 1,480.00 |
| | (Passport fees) 1,675.00 |
| | (Passport fees) 2,000.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 75,586.31</u> |

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:

\$ 262,892.54

Interest income is recorded quarterly.

| | | |
|------------------|------------|---|
| Measure C Funds: | FY 1998-99 | \$460,964.15 |
| | FY 1999-00 | \$475,133.42 |
| | FY 2000-01 | \$483,445.07 |
| | FY 2001-02 | \$484,517.08 |
| | FY 2002-03 | \$488,958.14 |
| | FY 2003-04 | \$489,850.34 |
| | FY 2004-05 | \$489,667.94 |
| | FY 2005-06 | \$493,814.82 |
| | FY 2006-07 | \$498,769.00 |
| | FY 2007-08 | \$545,119.77 |
| | FY 2008-09 | \$489,932.81 |
| | FY 2009-10 | \$498,584.78 |
| | FY 2010-11 | \$497,574.18 |
| | FY 2011-12 | \$501,685.47 |
| | FY 2012-13 | \$497,160.01 |
| | FY 2013-14 | \$504,245.97 |
| | FY 2014-15 | \$505,443.00 (including interest earned of \$456) |
| | FY 2015-16 | \$505,380 (estimated) |
| | FY 2016-17 | \$535,366 (estimated) |

ATTACHMENT 3
Library Fines Report
May 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 05/01/2018 To: 05/31/2018

DESCRIPTION:

ACCOUNT: 0010701001007410

BEGIN DATE: 05/01/2018

END DATE: 05/31/2018

| ACCOUNT | PROJECT | DESCRIPTION | DATE | REFERENCE 1 REFERENCE 3 REFERENCE 4 | REFERENCE 2 | AMOUNT |
|---------------------|---------|----------------------|------------|---|-------------|---------|
| 0010-701-0010-07410 | | FINES | 05/01/2018 | CR 301179 | 134669 | 112.75- |
| 0010-701-0010-07410 | | FINES | 05/01/2018 | CR 301180 | 134670 | 39.75- |
| 0010-701-0010-07410 | | FINES | 05/01/2018 | CR 301181 | 134671 | 54.15- |
| 0010-701-0010-07410 | | FINES | 05/02/2018 | CR 301173 | 84619 | 84.50- |
| 0010-701-0010-07410 | | FINES | 05/03/2018 | CR 301218 | 84658 | 60.50- |
| 0010-701-0010-07410 | | FINES | 05/04/2018 | CR 301229 | 134892 | 19.75- |
| 0010-701-0010-07410 | | FINES | 05/04/2018 | CR 301236 | 134947 | 74.94- |
| 0010-701-0010-07410 | | FINES | 05/08/2018 | CR 301288 | 135083 | 58.75- |
| 0010-701-0010-07410 | | FINES | 05/08/2018 | CR 301293 | 135084 | 40.50- |
| 0010-701-0010-07410 | | FINES | 05/08/2018 | CR 301296 | 135101 | 45.00- |
| 0010-701-0010-07410 | | FINES | 05/09/2018 | CR 301514 | 84805 | 102.73- |
| 0010-701-0010-07410 | | FINES | 05/10/2018 | CR 301553 | 84855 | 13.25- |
| 0010-701-0010-07410 | | FINES | 05/11/2018 | CR 301583 | 84911 | 55.75- |
| 0010-701-0010-07410 | | FINES | 05/11/2018 | CR 304594 | 84941 | 19.00- |
| 0010-701-0010-07410 | | FINES | 05/15/2018 | CR 301620 | 135363 | 18.00- |
| 0010-701-0010-07410 | | FINES | 05/16/2018 | CR 301644 | 85087 | 1.00- |
| 0010-701-0010-07410 | | FINES | 05/16/2018 | CR 301645 | 85088 | 57.69- |
| 0010-701-0010-07410 | | FINES | 05/17/2018 | CR 301656 | 85123 | 51.49- |
| 0010-701-0010-07410 | | FINES | 05/18/2018 | CR 301683 | 135570 | 49.75- |
| 0010-701-0010-07410 | | FINES | 05/18/2018 | CR 301685 | 135611 | 56.56- |
| 0010-701-0010-07410 | | FINES | 05/21/2018 | CR 301747 | 85248 | 43.75- |
| 0010-701-0010-07410 | | FINES | 05/22/2018 | CR 301769 | 135727 | 2.25- |
| 0010-701-0010-07410 | | FINES | 05/22/2018 | CR 301770 | 135728 | 24.50- |
| 0010-701-0010-07410 | | FINES | 05/22/2018 | CR 301781 | 135801 | 94.40- |
| 0010-701-0010-07410 | | FINES | 05/24/2018 | CR 301801 | 135874 | 85.88- |
| 0010-701-0010-07410 | | VIDEO | 05/24/2018 | CR 301801 | 135874 | 12.00- |
| 0010-701-0010-07410 | | LIBRARY CARD LOOK UP | 05/24/2018 | CR 301801 | 135874 | 1.65- |
| 0010-701-0010-07410 | | FINES | 05/25/2018 | CR 301812 | 85428 | 42.88- |

CITY OF MONTEREY PARK

YTD INQUIRY

From: 05/01/2018 To: 05/31/2018

BEGIN DATE: 05/01/2018 END DATE: 05/31/2018 ACCOUNT: 0010701001007410 DESCRIPTION:

| ACCOUNT | PROJECT | DESCRIPTION | DATE | REFERENCE 1 REFERENCE 3 REFERENCE 4 | REFERENCE 2 | AMOUNT |
|---------------------|---------|-------------|------------|---|-------------|-------------|
| 0010-701-0010-07410 | | FINES | 05/25/2018 | CR 301815 | 85466 | 60.97- |
| 0010-701-0010-07410 | | FINES | 05/30/2018 | CR 301860 | 136040 | 16.50- |
| 0010-701-0010-07410 | | FINES | 05/31/2018 | CR 301883 | 85664 | 54.55- |
| REPORT TOTAL | | | | | | \$1,455.14- |

Previous balance 07/01/2017 - 04/30/2018 = \$ 14,466.81
 Month to date 05/01/2018 - 05/31/2018 = \$ 1,455.14
 Fiscal year to date 07/01/2017 - 05/31/2018 = \$ 15,921.95



Library Board of Trustees Staff Report

DATE: June 19, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A handwritten signature in blue ink, reading "Norma Arvizu", followed by a small mark that looks like "42".

Norma Arvizu
City Librarian

Prepared by:

A handwritten signature in blue ink, appearing to read "Gwen Kishida".

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Norma Arvizu, City Librarian
SUBJECT: June 2018 Report

EMPLOYEE OF THE MONTH



The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Part-time Library Page (Circulation) Jeffrey Lau** was selected as the Employee of the Month for June 2018.

Circulation part-time Library Page Jose Mendez nominated Jeffrey, stating:

"I nominate Mr. Jeffrey Lau for Employee of the Month for his excellent commitment to his job and going above and beyond what is expected. On Saturday, Jeffrey was upstairs recovering the floor/doing closing clean-up when a young kid approached him for help. Jeffrey went out of his way to help the patron even though he was pressured for time to finish recovering. Jeffrey was determined to help despite the option of sending the child to the reference desk. I admired what Jeffrey did and as a witness I helped Jeffrey finish cleaning up the floor in time."

Congratulations to Jeffrey!



Staffing

A potluck was held Tuesday, May 29 to say goodbye to Jessica Rodriguez, Library Technician, Technical Services, who had been employed by the City/Library for 21 years. Library and City staff came together to give her congratulations and best wishes on her new librarian position with the County of Los Angeles. *For more about Jessica, please see the Technical Services section.*



Training/Workshops/Classes

Technical Services Senior Librarian Evena Shu took an Infopeople online course *Getting Started with Needs Assessments: Collecting and Using Data to Identify Needs* from April 24 – May 21. This course is part of the **Data Informed Public Libraries (DIPL)** initiative that is being sponsored by the California State Library and implemented by Infopeople.

The course covered how to collect information about the library's community that will better inform the decisions and plans the library. It also included using a variety of methods to identify the needs, strengths, and aspirations of the people living in the community. Participants learned to foster a participatory approach to data gathering and decision making including:

- A systematic process and a variety of methods for assessing needs
- Sources for finding existing data about our community
- Strategies for conducting surveys, focus groups, and other data gathering methods
- Best practices for sharing and using gathered data

On May 23, **Technical Services Senior Librarian Evena Shu** and **Library Technician Jessica Rodriguez** attended the *Open Data* cohort meet up webinar. Librarians from Huntington Beach and Sunnyvale offered feedback on the Open Data classes they taught. Huntington Beach taught the classes to Reference Librarians and Librarians in nearby Orange County. Evena and Jessica shared how they engaged students in Monterey Park on the curriculum.

On May 9 **Children's Senior Librarian Diana Garcia** and **Children's Librarian Kristin Olivarez** attended a full-day *Early Learning with Families* workshop at the Glendale Central Library. This training, presented by the California State Library, focused on the importance of play for children's learning and development and provided attendees with a toolkit with ideas for incorporating play opportunities into library services.



Outreach/Meetings/Conferences

On May 24, **City Librarian Norma Arvizu** attended the Monterey Park Woman's Club installation of its new president, held at Langley Center. Katherine Torres succeeded outgoing president Rita Aleman after Mrs. Aleman's tenure of five years, leading the club to a record high of

recruitment of new members to the organization. Those in attendance were elected officials Mayor Pro Tem Peter Chan and City Council Members Hans Liang and Teresa Real Sebastian. Also present were Library Board Trustee Jason Dhing and Library Foundation members Theresa Amador, Carol Sullivan and Alicia Martinez.

On May 15, **Technical Services Senior Librarian Evena Shu** served on the interview panel for the Alhambra Civic Library's eResource Librarian position. Along with other Librarians from Los Angeles Public Library and the Inglewood Public Library, Evena interviewed five candidates.

On May 21, **Acting Literacy Program Administrator Jose Garcia** attended the online CBO meeting with Jay Wright. Jay discussed the new CASAS GOALS tests which are more data driven, contain modern items, charts and graphs. They are available in etest format now and will become available in paper form in early July. The old tests can still be used through the end of next year (June 30, 2019). He also mentioned that Monterey Park's district will have a new CDE consultant in the new fiscal year, Cory Rayala.

ADMINISTRATION



Following the record-setting earnings from the annual Gala on April 27, the Monterey Park Library Foundation continued to support the library by again sponsoring the OverDrive eBooks collection by allocating \$7,000 for the platform and content, pledging an additional \$2,500 for the renovation of the library's Career Center on top of their original donation of \$5,000, and contributing \$750 to match a donation from the Monterey Park Woman's Club to purchase new large print books for the collection.

The Friends of the Library continued to support the library by providing funding for library programs and activities for the community to enjoy including \$1,030 in honorariums for author talks and prizes and book bags for the Adult Summer Library Program. **The Friends Bookstore earned \$623.20 in May 2018.**

The Friends continues to recruit members during its annual membership drive. Dues are \$5 for a single person, \$10 for a family, \$3 for seniors, \$25 for patron, \$50 for sustaining, and \$100 for benefactor. The application form also allows one to volunteer to help with Friends' activities.

Administration Staffing

City Librarian Norma Arvizu and library management team members continued to research and consider options regarding the fiscal year 2018/19 budget.

Administrative Secretary Gwen Kishida worked on the aftermath of the annual Foundation Gala, providing thank you letter templates, updating databases and depositing the proceeds from the event.

2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

1. Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.

Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently and regularly are updated.

2. Create excellent directional aids so that information and services can be found efficiently throughout the library.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.

The library has discussed the need for additional specific signage for Passport Services and other revamped areas.

The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.

Staff participated in the City's Geranium Festival on October 14 and the Lunar New Year Festival on February 3 and 4 as well as several Farmers Markets and the National Night Out on August 1. At the Cherry Blossom Festival in April, the Teen/YA Librarian and Junior Friends had a booth promoting library services and activities while LAMP staff provided passport services. Staff continue to make school visits on a regular basis.

ADULT / REFERENCE SERVICES

Asian Pacific American Heritage Month Programs



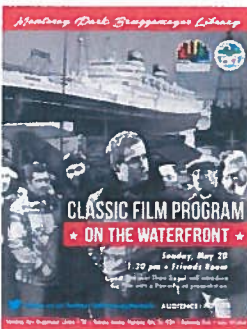
Aviatrix Documentary Film Screening

Filmmaker Ed Moy screened his new 40 minute edited version of the documentary film *Aviatrix* on Sunday, May 6 at 2 pm to an audience of 40 people. The film tells the story of Katherine Cheung, the first Chinese American woman to become a licensed pilot in the United States. Katherine Cheung's daughter Dottie Leschenko also attended the program and talked about her mom's adventurous spirit and how her mother defied the odds to pursue her dream of flying.



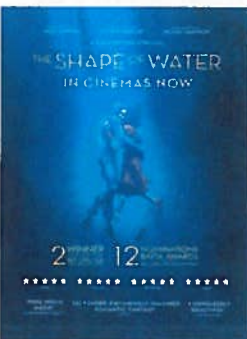
Chinese Exclusion Act Documentary Film

The library was among few public libraries in the United States to host a community screening of the long awaited new documentary film, *The Chinese Exclusion Act*. The library's community screening took place on Sunday, May 13 at 1:30 pm to an audience of 45 people. The film had its broadcast premiere as a Special Presentation of the acclaimed PBS series *American Experience* on May 29. The library's screening was made possible from an initiative of the Center for Asian American Media (CAAM) which distributed free educational resources to communities to host film screenings. Chuck Woo from the Southern CA Chinese Historical Society helped the library to secure the film for the screening. Many in the community congratulated the library on hosting and screening the film.



Classic Film Program Series

Theo Siegel, writer, researcher and television professional presented the second in a series of classic film programs on Sunday, May 20 at 1:30 pm to an audience of 20 people. Theo introduced Elia Kazan's 1954 film classic, *On the Waterfront*, starring film greats Marlon Brando, Karl Malden, Lee Cobb, Rod Steiger, and Eva Marie Saint with a 30 minute Power Point presentation before the film screening.



Monthly Film Program

Reference librarian Maggie Wang screened the 2017 fantasy film *The Shape of Water* on Wednesday, May 16 to an audience of 40 people. The film tells the haunting love story of a lonely janitor and an amphibious creature held at a top secret research facility where the janitor works. The film won Academy Awards for Best Picture, Best Director, Best Production Design, and Best Original Score.



Free Legal Assistance Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, May 8 from 6 - 8 pm in the Friends Room with 27 people participating in the clinic including several volunteer attorneys and assistants.



Computer Classes

May computer classes included iPad Basics, Open Lab, and Intermediate Word classes. A total of 203 adult students attended computer classes in May.



Mandarin Classes

A new session of Mandarin classes was presented by the Sun Yat Sen Chinese Institute with instruction on Sundays and Thursdays in May. A total of 39 adults attended classes.

May Circulation Statistics:

| Adult | Young Adult | Monthly Total |
|-------|-------------|---------------|
| 3,003 | 502 | 3,505 |

YA SERVICES

Junior Friends Meeting

The last Junior Friends meeting of the school year was held on May 14 at 4:30 pm in the Friends Room with 21 teens attending. Emily Ta, Junior Friends' secretary was voted **Junior Friend of the Year**. Teens said goodbyes as they will be going away for the summer. The Junior Friends volunteered 115 hours in May.



Junior Friend Sponsored Program

One of the most popular craft activity programs for teens was held May 9 at 3 pm with teens making graduation leis for friends, relatives or themselves. The program was sponsored by the Junior Friends and was the most requested program of the year. While many had limited time to participate because of school assignments and finals, most of the teens stayed to make an extra graduation lei.



Mid Week Movie

The Last Jedi, the latest film from the Star Wars franchise, was screened on Wednesday, May 2 to an audience of 32 people. Luke Skywalker's peaceful and solitary existence gets upended when he encounters Rey, a young woman who shows strong signs of the Force. Her desire to learn the ways of the Jedi forces Luke to make a decision that changes their lives forever.



8V8

The 8 v 8 tournaments on May 18 at 3 pm in the Computer Lab drew one of the program's largest attendances, 18 teens! The program is designed to attract male teens to the library.



Anime Club

The Japanese animated film *Mary and the Witch's Flower* was screened on Wednesday, May 30 to an audience of 18 people.

Adult/Reference/Teen Services Staffing

Antonio Infante was placed from the Express Employment Professional temporary agency as a temporary worker in Adult/Reference/Teen Services. Antonio has previously worked as an administrative assistant, paralegal and interpreter.

2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

| GOALS AND OBJECTIVES | PROGRESS |
|---|---|
| 1. Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California. | Two films with themes on immigration and people's stories about coming to California were screened in recognition of Asian Pacific American Heritage Month. <i>Aviatrix</i> , a short documentary film on Katherine Sui Fun Cheung, who defied racial and gender bias to become one of the first Chinese American women to earn a pilot's license to fly in the |

United States in the 1930s was screened on May 6. The library hosted a community screening of the documentary film *The Chinese Exclusion Act* on May 13. Following the films, the audiences engaged in discussions.

2. Explore new ways of engaging immigrant communities in library programs and services for a grant project.

Completed.

3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.

Completed.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff ordered 311 items and created order records for each item in May and updated 1,529 records.

ILL (Inter Library Loans): In May the Library lent one book to other libraries and borrowed one book.

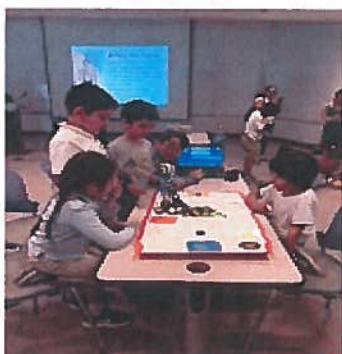
Mending and processing: 323 items were in repair status. In May staff cleaned one CD/DVD.

Overdrive: There were 229 overall circulations including 158 eBook circulations and 71 audiobook circulations.

Weeding: 1,920 items were weeded from the collection.

Grant:

On May 17, Evena Shu, Technical Services Senior Librarian worked with Christi Chavez, Children's Library Clerk, to implement the *Robots for Tweens* workshop. This session was about coding the Lego Boost sets. Children were so exciting to make Vernie the Robot move. There were 20 kids and parents who attended the workshop.



Technical Services Staffing

Library Technician Jessica Rodriguez accepted a new position in the Emerging Literacy program at the Los Angeles County Library system. Her last day was June 1. Jessica received her MLIS from San Jose University last May. She had been working for the library for 21 years. There was a farewell potluck party for Jessica on May 29. Library Staff and City Staff attended the farewell potluck to bid farewell to Jessica.

Brenden Fujishige was placed from the Express Employment Professional temporary agency as a temporary worker in Technical Services. Brenden recently graduated from UC Santa Barbara with a bachelor's degree in Computer Engineering.

Rudy Jimenez, part-time Library Page, was released from service.

2017 – 2018 TECHNICAL SERVICES GOALS AND OBJECTIVES

| GOALS AND OBJECTIVES | PROGRESS |
|---|---|
| 1. Acquire ten Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library. | Completed. The library purchased ten Chromebooks, a wireless printer and a charging station using the Southern California's grant <i>Building 21st Century Skills for Tweens and Teens</i> . |
| 2. Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program. | Completed. Staff filled in the profile for getting the free online links and catalog records for government documents through the Federal Depository Library Program's Cataloging Record Distribution Program. |
| 3. Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest. | Completed. Technical Services Senior Librarian Evena Shu attended the City's Website Committee on July 25. The Committee plans to invite representatives from each department who will be involved in setting the City's Website policy. The Library's Website Committee which includes representatives from different divisions revamped the library webpage in September 2017. |

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

May 2018

Submitted by Evena Shu, Technical Services Senior Librarian

| May 1st, 2018 | Cumulated Total | Cumulated Deleted | Added May 2018 | Deleted May 2018 | Gain/Loss May 2018 | Changes May 2018 |
|----------------------|--------------------|----------------------|------------------------|--------------------------|----------------------------|------------------------|
| Items records | 151,070 | 242,953 | 921 | 1,920 | -999 | |
| Bib records | 132,548 | 187,932 | 614 | 1,395 | -781 | 1,529 |
| Authority records | 109,719 | 77,457 | 761 | 992 | -231 | |
| Order records | 17,263 | 68,088 | 311 | 0 | 311 | |
| April 1st, 2018 | Cumulated Total | Cumulated Deleted | Added April 2018 | Deleted April 2018 | Gain/Loss April 2018 | Changes April 2018 |
| Item records | 152,069 | 241,033 | 752 | 1,726 | -974 | |
| Bib records | 133,329 | 186,537 | 496 | 1,339 | -843 | 1,668 |
| Authority records | 109,950 | 76,465 | 597 | 749 | -152 | |
| Order records | 16,952 | 68,088 | 320 | 0 | 320 | |

CIRCULATION SERVICES

The Library was closed on Saturday, May 12 due to the Play Days parade.

On Sunday, May 13, 295 library materials were checked in from the book return overnight drop. It was a very low number and quiet day due to Sunday being Mother's Day.

The closure of the library due to the Memorial Day holiday on May 26 – 28 backed up the book return drop with 1,251 items to check back in. Circulation staff remained extremely busy throughout the day integrating regular duties with the large book returns.

Circulation Staffing

Part-time Library Clerk Lauren Frazier began working in the Children's Department along with her duties in Circulation to assist with public desk coverage. Lauren recently finished her librarian internship and will be completing her MLIS degree in the fall.



Part-time Library Page Carina Li graduated from Mark Keppel High School the end of May. She will be attending CA State University Fullerton in the fall.

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service.
2. Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

PROGRESS

Completed. The meeScan mobile app is now available and will allow a patron to select a book from the shelf and use their personal device to check the item out which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and takes the item home. Testing has been completed, the desensitizer is available and staff trained to assist patrons.

Ongoing. Staff continue to work with the library's volunteer coordinator to match Circulation's needs with available volunteers. Volunteers are an essential part of Circulation. Staff depend on reliable volunteers for assistance with returning library materials which allows library clerks to offer superior customer service to our patrons.

| CIRCULATION STATISTICS | ITEMS | PERSONS | HOURS |
|-------------------------------|--------------|----------------|--------------|
| ATTENDANCE | | 24,222 | |
| HOURS OPEN | | | 185 |
| CHECK-OUT AND RENEWAL | 14,061 | | |
| CHECK-IN | 13,526 | | |

| | |
|-------------------------------|----|
| PATRON REQUESTED HOLDS | 55 |
| FILLED HOLDS | 61 |
| Monterey Park | 52 |
| Alhambra | 1 |
| Cerritos | 1 |
| Los Angeles County | 5 |
| Rosemead 4 | |
| Montebello 1 | |
| Los Angeles (City) | 1 |
| Santa Fe Springs | 1 |
| Total | 61 |

| | | |
|----------------|--------------------------|----|
| MEESCAN | Total number of sessions | 4 |
| USAGE | Items checked out | 20 |

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

| <u>DAY</u> | <u>OK</u> | <u>REFUSED</u> | |
|-------------------|------------------|-----------------------|--------------------|
| SUN | 48 | 3 | |
| MON | 50 | 9 | |
| TUE | 89 | 3 | |
| WED | 49 | 7 | |
| THU | 62 | 5 | |
| FRI | 2 | 0 | |
| SAT | 17 | 1 | |
| TOTAL | 317 | 28 | 345 Patrons |
| April 2018 total | 413 | 45 | 458 |

Items By Day of the Week

| <u>DAY</u> | <u>REFUSED</u> | <u>ISSUED</u> | <u>RENEWED</u> | |
|-------------------|-----------------------|----------------------|-----------------------|--------------------|
| SUN | 0 | 197 | 1 | |
| MON | 4 | 191 | 2 | |
| TUE | 1 | 280 | 12 | |
| WED | 3 | 117 | 1 | |
| THU | 4 | 221 | 0 | |
| FRI | 0 | 14 | 0 | |
| SAT | 3 | 80 | 0 | |
| TOTAL | 15 | 1,100 | 16 | 1,131 items |
| April 2018 total | 35 | 1,367 | 11 | 1,413 |

LAMP LITERACY / CITIZENSHIP



Welcome

Glad you're here!

The LAMP office welcomed a new staff member this month. Library Clerk Christiana Chavez has temporarily transferred into the LAMP office from the Children's division. She is a full-time Library Clerk and brings knowledge of teaching English as a Second Language. Christiana previously taught a Beginning Literacy class in LAMP a few years back so she is somewhat familiar with the program.

ESL and Citizenship Classes

ESL classes are coming to an end so staff began post-testing the students to measure gains from when they started the course. Since most classes will end the second week in June staff had to test the majority of them in May. Testing takes a collaborative effort from all Literacy staff, from preparing the appropriate tests, to proctoring the exams and finally inputting the results into the database for reporting to the Department of Education.



Passports

Although April was a record month for accepting passports with the Cherry Blossom Event, LAMP's efforts did not wane much in the month May. Despite being closed two Saturdays and a Monday due to holidays, staff still collected 221 passport applications. LAMP did notice a decline towards the end of the month, probably signaling that the passport surge is coming to an end as Summer is right around the corner.



New Citizens - May

| | |
|---------------|------------|
| Jianhua Ma | Nguyen Sam |
| Huaiwen Cong | Sanh Sam |
| Hoa Tu Lu | Haiyan Lu |
| Yin Tang | Liang Ye |
| Quang Vi Tang | |

LAMP Statistics for May 2018

| | | |
|----------------------------|------------|------------------|
| Programs | 111 | |
| Program Attendance | 1202 | |
| Students Served this month | 243 | |
| Student hours | 2107 | |
| Total Students | YTD 724 | Projected 1,500 |
| Total Hours | YTD 22,669 | Projected 29,000 |

Items Circulated

48

Passports

221 YTD 1,613

Passport Revenue

\$8,530 YTD \$51,995

ESL and Citizenship Preparation Classes

| | | | |
|-------------------------|---------------|-------------------------|-----------------------|
| Citizenship Preparation | Mondays | 6:00 – 8:00 p.m. | Lilian Kawaratani |
| Citizenship Preparation | Wednesdays | 10:00 a.m. – 12:00 p.m. | Anabelle Chu |
| Citizenship Preparation | Sundays | 1:00 – 3:00 p.m. | Lee Zambrana |
| Citizenship Support | Wednesdays | 12:00 – 1:00 p.m. | Betty Li |
| ESL Beginning Literacy | Sundays | 3:00 - 4:30 p.m. | Esther Park |
| ESL Beginning Literacy | Fridays | 10:00 a.m. – 12:00 p.m. | Lisa Duong |
| ESL Beginning Low | Mondays | 6:00 – 7:30 p.m. | Sam Fechenbach |
| ESL Beginning High | Mon/Wed | 12:00- 2:00 p.m. | Sam Fechenbach |
| ESL Intermediate Low | Tue/Wed/Thurs | 1:00-3:00 p.m. | Nancy Gilmore |
| ESL Intermediate High | Mon/Tue/Wed | 3:00 – 5:00 p.m. | Richard Hollingsworth |
| ESL Advanced | Tuesdays | 7:00 – 8:30 p.m. | Sam Fechenbach |
| ESL Conversation | Sundays | 1:00 – 3:00 p.m. | Daisy Liu |

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, researched several student databases with the intent to upgrade to a cloud-based platform. LAMP's current database, ASAP, is housed in one computer in the LAMP office that must be shared amongst all staff. By upgrading to a cloud-based platform, it should be accessible to all staff from any workstation. The three databases that Jose researched are America Learns Impact Suite, LACES LiteracyPro Systems and ASAP version 3. Of the three, America Learns was the most expensive and seems more suitable for the one-to-one tutoring program than for ESL and Citizenship classes. LACES has a lower initial cost as is geared for ESL but it is not compatible with the TopsPro Enterprise software that the library must use to report to the Department of Education. ASAP version 3 would be an upgrade to LAMP's current version 2 with the same functionality and the ability to transfer current records.

Christiana Chavez, Library Clerk, began working in the Literacy Office this month and had a lot to learn. In addition to general office procedures, Christi learned how to track student attendance, input student registrations, generate class rosters, create passport appointments, execute passport applications and prepare transmittals to mail out the passports. On May 11 she attended the New Agent Passport Training at the Alhambra Library to become a certified agent.

Angelica Marquez, Part Time Library Clerk, assisted Jose in testing out the student databases by creating student records and trying to generate reports. She also helped assign most of the post-tests for ESL and Citizenship classes as these are dependent on the students' previous test. Additionally, she helped train Christi in general office tasks.

Hannah Chin, Part Time Library Clerk, continued to assist with phone calls to students regarding absences and adding students from the waiting lists. She also helped execute passport applications when needed.

Jay Delgado, Part Time Library Clerk, worked primarily on passports. After the departure of part-time Library Page Rudy Jimenez, Jay also helped reshelf Literacy items.

Gloria Nguyen, Part Time Library Clerk, continued to prepare students for their Naturalization exam and helped nine more students become citizens this month. Additionally, she assisted patrons in making appointments for passports.

Rudy Jimenez, Part Time Library Page, was released from service this month.

Kieu Truong, Part Time Library Page, continued to help in the office with translations and making appointments for passports when necessary. She helped prepare the test materials for the classes and proctored some of the tests as well.

2017 – 2018 LAMP GOALS AND OBJECTIVES

| GOALS/OBJECTIVES | PROGRESS |
|---|---|
| 1. Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes. | Staff has begun researching content for citizenship preparation that can be loaded onto iPads for circulation. |
| 2. Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student. | Staff is researching what other Library Literacy Programs are currently using to assess their learners. |
| 3. Boost passport application intake by increasing service hours and extending to include passport services during special events. | LAMP has scheduled to increase passport acceptance hours during peak months to include Sundays from 1-4 p.m. Another passport event was offered during the City's Cherry Blossom Festival on April 21 and 22. |

LAMP MONTHLY STATISTICAL REPORT

May 2018

| A. TUTORS | ACTIVE FROM LAST MONTH | | NEW | DROPPED | ACTIVE AT END OF MONTH | | TOTAL YTD* | | PROJECTED TOTAL 2017 - 2018 | |
|-------------|---------------------------|-------|-----|---------|---------------------------|-------|------------|-------|-----------------------------------|-------|
| | # | HOURS | | | # | HOURS | # | HOURS | # | HOURS |
| ESL | 6 | 97 | 0 | 0 | 6 | 98 | 9 | 812 | 10 | 1200 |
| CITIZENSHIP | 7 | 43 | 0 | 0 | 7 | 63 | 10 | 575 | 40 | 1000 |
| BASIC | 16 | 53 | 0 | 0 | 16 | 61 | 19 | 680 | 40 | 1200 |
| FFL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ELLI | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 143 | 10 | 900 |
| TOTAL | 29 | 193 | 0 | 0 | 29 | 222 | 42 | 2210 | 100 | 4300 |

| B. LEARNERS | ACTIVE FROM LAST MONTH | | NEW | DROPPED | ACTIVE AT END OF MONTH | | TOTAL YTD* | | PROJECTED TOTAL 2017 - 2018 | |
|----------------|---------------------------|----------|-----|---------|---------------------------|----------|------------------|----------|-----------------------------------|----------|
| | # of students | # of hrs | | | # of active students | # of hrs | # of students | # of hrs | # of students | # of hrs |
| ESL | 145 | 1562 | 2 | 27 | 120 | 1558 | 349 | 15290 | 650 | 19000 |
| CITIZENSHIP | 116 | 642 | 18 | 30 | 104 | 488 | 271 | 6423 | 500 | 7500 |
| BASIC (1-to-1) | 19 | 53 | 0 | 0 | 19 | 61 | 27 | 680 | 50 | 1000 |
| DIST. LEARNING | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 30 | 120 | |
| FFL - Adults | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 12 | 50 | 50 |
| FFL - Children | 0 | 0 | 0 | 0 | 0 | 0 | 41 | 41 | 50 | 50 |
| ELLI | 0 | 0 | 0 | 0 | 0 | 0 | 22 | 193 | 80 | 1400 |
| TOTAL | 280 | 2257 | 20 | 57 | 243 | 2107 | 724 | 22669 | 1500 | 29000 |

* Total from previous month + new tutor/students

| C. TRAINING WORKSHOPS | | | | |
|-----------------------|---------------|---------------|-----|------------------------|
| | Last Month | This Month | YTD | Projected 2017-2018 |
| Workshops Held | 1 | 0 | 5 | 10 |
| # of Tutors Trained | 3 | 0 | 19 | 75 |

| D. STUDENTS WAITING | |
|--------------------------------|----|
| ESL & citizenship classes | 25 |
| One-to-one | 48 |
| Referred to other institutions | 2 |

| E. OFFICE VOLUNTEERS | |
|----------------------|----|
| # OF VOLUNTEERS | 2 |
| HOURS | 10 |

| US CITIZENS | New | YTD |
|-------------|-----|-----|
| Passed | 9 | 72 |

| Passports | New | YTD |
|-----------|-----|------|
| Executed | 221 | 1613 |

| Reference Qs | New | YTD |
|--------------|-----|------|
| ESL | 96 | 1950 |
| Citizenship | 116 | 1437 |
| Passports | 440 | 3903 |

CHILDREN'S SERVICES

Children's staff presented **33 in-library programs and storytimes** to **2,219 parents and children** during the month of May.

Staff also hosted **one field trip** to the library and **six school visits** which served a total of **287 teachers, parents and children**, bringing **total programming attendance to 2,506** for the month. Staff also answered **432 reference questions** in person and over the phone.



May also marks the last month of Afterschool Art, Tween and Little Explorers programming for the school year. Staff will take a break from these programs to focus on our Summer Library Programming which includes weekly movies, juggling and magician performances, a bubble show, and a wildlife education program, as well as the end of summer Pool Party. In addition to these programs, typically 1,000 - 1,200 children participate in the reading incentive component of the SLP in which kids receive prizes for the time that they read during the summer.

| Type | QTY | | QTY | | % Change vs. | |
|---------------------|----------|------------|----------|------------|--------------|--|
| Month | May 2018 | April 2018 | May 2017 | April 2018 | May 2017 | |
| Program Attendance | 2219 | 2155 | 1888 | +3% | +18% | |
| Outreach Attendance | 287 | 97 | 385 | +196% | -25% | |
| Reference Questions | 432 | 705 | 833 | -39% | -48% | |

Programming

Homework Help

May 16 was the last day of Homework Help for the 2017-18 academic year. Children's Services volunteers held **seven sessions of Homework Help** and assisted **19 children with 71 questions** over the course of the month.

Little Explorers

Over 180 attendees participated in the final Little Explorers program until the fall. Little ones explored with kinetic sand and created colorful pieces of art using dot stampers. Adults were as amazed by the kinetic sand as the kids and they spent time molding, digging, and scooping the sand together.



Afterschool Art

In May patrons experimented with mono-printing using crayons and sandpaper. Kids created designs on sandpaper using crayons and then transferred their designs to paper with staff help. With Mother's Day a few days away some kids used the opportunity to create unique Mother's Day gifts.



Tween Program

During the May Tween Program, tweens and their parents put together three LEGO Boost Robots named "Vernie". They used three iPads to unlock levels inside the LEGO Boost app to build and code the Vernie Robot. Before the program ended, surveys were given to each participant and parent.



Class Visits, Outreach and Field Trips

In May Children's staff hosted a field trip to the library by Montebello Adult School's Parenting Class, and also visited Ynez and Repetto's Options classes, Alpha Shen Preschool, Hillcrest Elementary School's Headstart program and Ynez Elementary School, serving a total of **287 children, teachers and caregivers** during **one field trip** to the library and **six school visits to ten classes**.

Staff also delivered Summer Reading Program flyers to every student in transitional kindergarten through sixth grade in Monterey Park. Children's Senior Librarian Diana Garcia visited Hillcrest Headstart's Parent Teacher meeting to share information about the library and its services and to promote the upcoming Summer Library Programs. Parents had lots of questions about the library and its services, including passports and ESL programs.



1,000 Books Before Kindergarten

Children read 2,100 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Nine new children signed up for the program this month and 21 children read at least 100 books.

In all, families have read 123,600 books since the inception of the program in 2014.

Literacy Extension Corner

May's activity invited children to identify famous children's book characters by their silhouette. **148 children participated in the Literacy Extension during the month of May.**

Collection

Children's staff continued the intensive work of weeding the Picture Books and Non-fiction sections in order to prune back old, damaged and non-circulating books and to make room for new materials, especially in the *very* full Picture Books section. Staff have currently completed nearly two-thirds of Picture Books and approximately one-quarter of Non-fiction. They hope to be finished with both sections by August 2018.

Circulation Statistics

In May 74.7% of the library's total circulated items were Children's materials. A total of 10,610 children's items were checked out during this month.

| CHILDREN'S CIRCULATION STATISTICS | | |
|-----------------------------------|-----------------|------|
| | May 18 | |
| LOCATION | % of TOTAL CIRC | QTY |
| Children's Board | 6.0% | 846 |
| Children's Books on CD | 0.0% | 1 |
| Children's CD | 0.2% | 34 |
| CDVD | 0.7% | 93 |
| CDVDF | 0.2% | 27 |
| Children's Easy Fiction | 11.4% | 1604 |
| Children's Easy Non-Fiction | 4.2% | 584 |
| Children's Fiction | 27.3% | 3843 |
| Children's Graphic Novels | 4.7% | 661 |

| | | |
|-----------------------------|-------|--------|
| Children's International | 3.4% | 475 |
| Children's Non-Fiction | 5.6% | 789 |
| Children's Paperbacks | 10.3% | 1448 |
| Children's Periodical | 0.1% | 11 |
| Children's Recordings | 0.4% | 54 |
| Children's Audio Books | 0.0% | 6 |
| Chinese Learning Collection | 0.1% | 16 |
| Children's Starlings | 0.1% | 12 |
| Tumblebooks | | 106 |
| Total | 74.7% | 10,610 |

Children's Services Staffing

Part-time Library Clerk Lauren Frazier began a temporary assignment in Children's Services in May. On May 9 she presented her first storytime in the department.



At the monthly Children's Services meeting staff discussed the 2018 Summer Library Program and current and upcoming programming.

2017-18 CHILDREN'S GOALS AND OBJECTIVES

| GOALS/OBJECTIVES | PROGRESS |
|---|--|
| 1. Add monthly puppet show program to expand literacy enrichment activities for children and caregivers. | Children's Services has put continuing puppet shows on hold due to a lack of staffing. |
| 2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers. | Ongoing. In May Children's staff hosted one field trip to the library by Montebello Adult School's Parenting Class, and also visited Ynez and Repetto's Options classes, Alpha Shen Preschool, Hillcrest Elementary School's Headstart program and Ynez Elementary School serving a total of 287 children, teachers and caregivers. |

Monterey Park Bruggemeyer Library Statistics Summary 2017-18

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | FY June TOTAL |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------------|
| NEW PATRONS | | | | | | | | | | | | |
| Total New Patrons Registered | 285 | 379 | 281 | 291 | 237 | 147 | 270 | 243 | 257 | 243 | 207 | |
| CIRCULATION | | | | | | | | | | | | |
| Total Public Service Hours | 183 | 201 | 166 | 193 | 164 | 150 | 177 | 160 | 190 | 176 | 185 | |
| Library Visits | 28,033 | 31,319 | 25,198 | 30,104 | 23,398 | 19,794 | 22,481 | 20,996 | 25,576 | 26,342 | 24,222 | |
| Total Circulation | 18,843 | 19,429 | 17,670 | 19,717 | 17,060 | 14,005 | 18,195 | 14,895 | 18,435 | 17,475 | 14,061 | |
| PREVIOUS YEAR CIRCULATION | | | | | | | | | | | | |
| Library Visits | 25,973 | 29,889 | 28,528 | 30,589 | 23,953 | 21,489 | 23,808 | 24,107 | 31,519 | 26,785 | 26,177 | |
| Total Circulations | 18,021 | 18,735 | 17,656 | 21,920 | 17,742 | 15,782 | 17,508 | 18,303 | 20,851 | 19,170 | 16,705 | |
| CIRCULATION MATERIALS | | | | | | | | | | | | |
| Circulation of Children's Materials | 12,574 | 14092 | 13561 | 15,221 | | | | 11544 | 14270 | 13365 | 10610 | |
| Circulation of Adults Materials | 5,447 | 5,374 | 4,109 | 4,468 | 3,859 | 3,470 | 3,787 | 3,377 | 4,121 | 3881 | 3,505 | |
| Circulation of ebooks | | | | | | | | 149 | 194 | 166 | 229 | |
| Adult/YA | | | | | | | | | | | | |
| Adult Reference Questions | 583 | 735 | 608 | 614 | 536 | 409 | 591 | 447 | 585 | 594 | 691 | |
| Number of Technology Reference Questions | 449 | 685 | 541 | 1,053 | 639 | 439 | 484 | 504 | 528 | 715 | 665 | |
| Number of Completed Technology Reference | 449 | 685 | 541 | 1,053 | 639 | 439 | 484 | 504 | 528 | 715 | 665 | |

| | | | | | | | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|--|
| CHILDREN | | | | | | | | | | | | | |
| Children's Reference Questions | 644 | 734 | 827 | 945 | 642 | 475 | 679 | 583 | 653 | 705 | 432 | | |
| Children's Outreach | 287 | 27 | 52 | 210 | 224 | 70 | 157 | 103 | 263 | 97 | 287 | | |
| Children's Program Number | 50 | 38 | 44 | 48 | 45 | 26 | 45 | 42 | 41 | 47 | 40 | | |
| Children's Program Attendance | 2,935 | 1,884 | 1,931 | 2,009 | 1,635 | 1,312 | 1,613 | 1,491 | 2,324 | 2,252 | 2,530 | | |
| Pre-School Programs-Number | 9 | 15 | 15 | 16 | 20 | 10 | 16 | 17 | 16 | 17 | 16 | | |
| Pre-School Programs-Attendance | 762 | 1,011 | 893 | 799 | 902 | 554 | 782 | 867 | 1,257 | 1,176 | 1,494 | | |
| School Age Programs -Number | 41 | 23 | 29 | 32 | 25 | 16 | 27 | 25 | 25 | 30 | 24 | | |
| School Age Programs -Attendance | | 873 | 1,038 | 1,210 | 733 | 758 | 831 | 624 | 1,330 | 1,076 | 1,036 | | |
| Children's Program Friends Sp. -Number | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | |
| Children's Program Friends Sp. - Attendance | 270 | 0 | 0 | 0 | 0 | 258 | 0 | 0 | 0 | 0 | 0 | | |
| INTERLIBRARY LOANS | | | | | | | | | | | | | |
| ILL loans to other | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 0 | 0 | 1 | 1 | | |
| ILL loans received | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | | |
| COLLECTION TOTALS | | | | | | | | | | | | | |
| Adult volume added | 254 | 362 | 174 | 401 | 222 | 117 | 201 | 272 | 285 | 343 | 556 | | |
| Children's volume added | 97 | 335 | 404 | 236 | 130 | 110 | 225 | 352 | 396 | 408 | 359 | | |
| Items Deleted | 647 | 1,730 | 474 | 517 | 418 | 370 | 838 | 40 | 839 | 1,726 | 1,920 | | |
| Total Vols in Collection | 153,926 | 152,894 | 153,045 | 153,156 | 153,092 | 153,028 | 152,600 | 153,196 | 153,043 | 152,069 | 151,070 | | |